Intellectual Property Office of Singapore (IPOS)

Intellectual Property to Singapore

(IP²SG)

User Manual –
e-Filing for Patents Form 37

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IPOS: User Manual for e-Filing Portal – SIGN-OFF

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REVISION HISTORY

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1 INTRODUCTION

1.1 Overview

A person interested in entering national phase for their international patent application can make a request for entry into National Phase on Patents Form 37.

1.2 About this Manual

This document is intended for users who wish to file Patents Form 37 (Entry into National Phase) online via IP^{2}SG. It provides a step by step guide on how to fill the form.

Services on IP^{2}SG can be accessed and used by both account and non-account holders. However, account holders are requested to login to IP^{2}SG with their Singpass.

2 COMMON SECTION FOR (NON-ACCOUNT HOLDERS)

For users who do not have an IP²SG account, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

2.1 Form Available on IP²SG

2.1.1 Form Listing

Click on “Forms” on the left menu to view the list of forms available for filings on IP²SG.

Form No.	Description	Fee (S$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
PF8	Statement of Inventorship and of Right to Grant of Patent	No Fee	PF8 (41KB) User Guide (42KB)
PF10	Request for Search Report or Supplementary Search Report	1,925.00	PF10 (36KB) User Guide (42KB)
PF11	Request for Search and Examination Report	2,600.00	PF11 (33KB) User Guide (42KB)
PF11A	Furnishing of Prescribed Details	No Fee	PF11A (37KB) User Guide (42KB)
PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 1 – Form Listing

2.1.2 Form Search

The following function allows the user to search for a particular form.

Figure 2 – Form Search

1. Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.

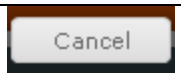
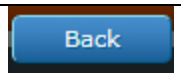
2. Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.

3. Under '**Form (Search by keyword)',** the user can search for form(s) based on keyword(s), e.g. Examination.

2.2 Features Common to Forms on IP²SG

2.2.1 Common Buttons

The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

2.2.2 Contact Details

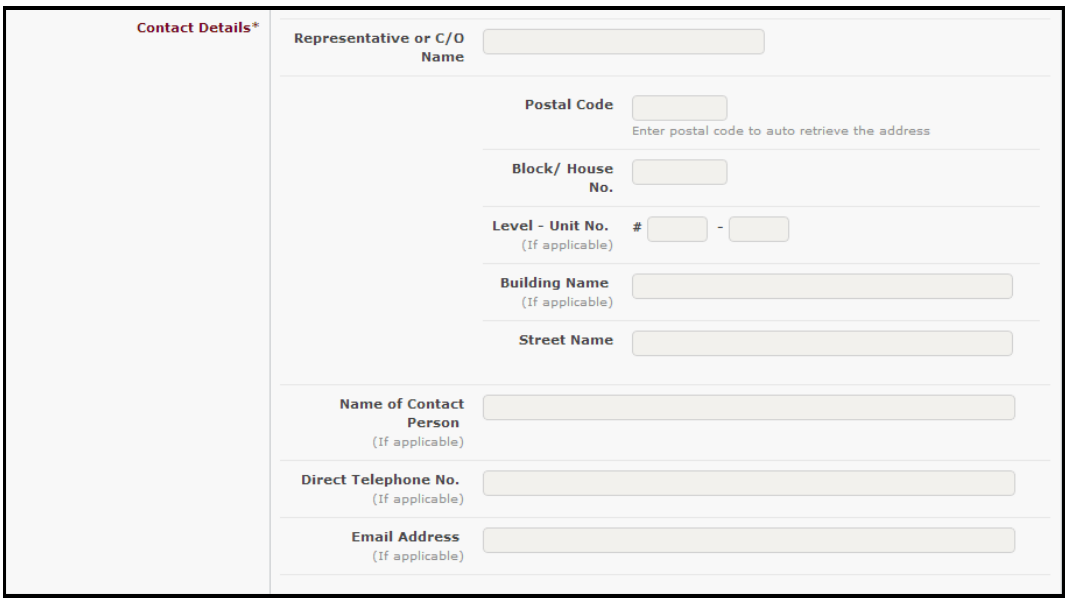


Figure 3 – Contact Details

1. **Representative or C/O Name**: Enter the required data in the field provided.

> **Note:**
> - Representative or C/O Name is not a mandatory field and should be entered only if the user is filing the form on behalf of the person filing the form.

2. Address for Service in Singapore:

i. **Postal Code**: Enter a valid 6-digit postal code in the field provided.

> **Note:**
> - Block / House No., Building Name (if applicable) & Street Name will

be auto-populated if a valid postal code is entered.
- An error message will be displayed if an invalid postal code is entered.

ii. **Level - Unit No.**: Enter the data in the field provided if applicable.

3. **Name of Contact Person**: Enter the data in the field provided if applicable.

4. **Direct Telephone No.**: Enter the data in the field provided if applicable.

Note:
- Minimum of 8-digits.
- Alphabets, special characters and spacing are not allowed.

5. **Email Address**: Enter a valid email address in the field provided if applicable.

Note:
- An error message will be displayed if an invalid Email Address is entered.

2.2.3 Declaration

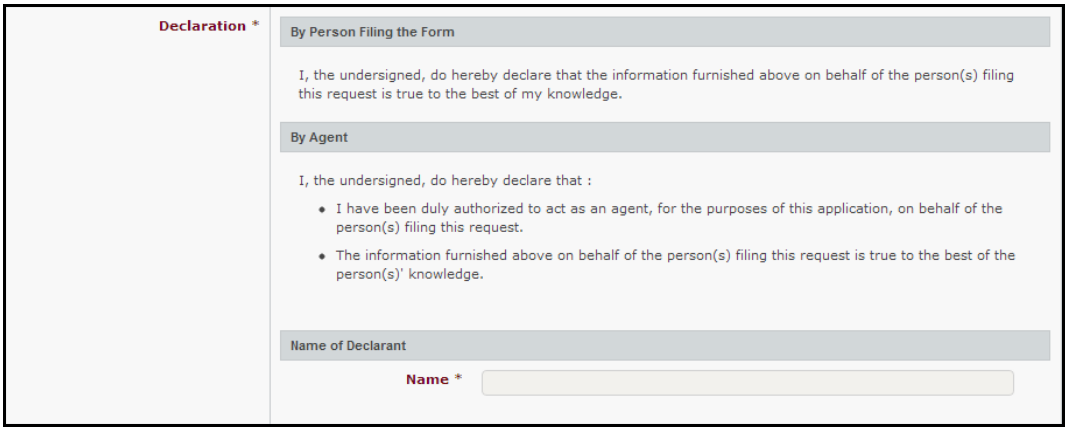

Declaration *
By Person Filing the Form
I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.
By Agent
I, the undersigned, do hereby declare that :
I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.
Name of Declarant
Name *

Figure 4 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

2.3 Saving, Retrieving & Deleting a Form

2.3.1 Saving a Form

1. Click on

located at the top of the page.

Note:
- All mandatory fields should be provided before saving the draft. Otherwise, the user will be prompted to enter the mandatory fields.

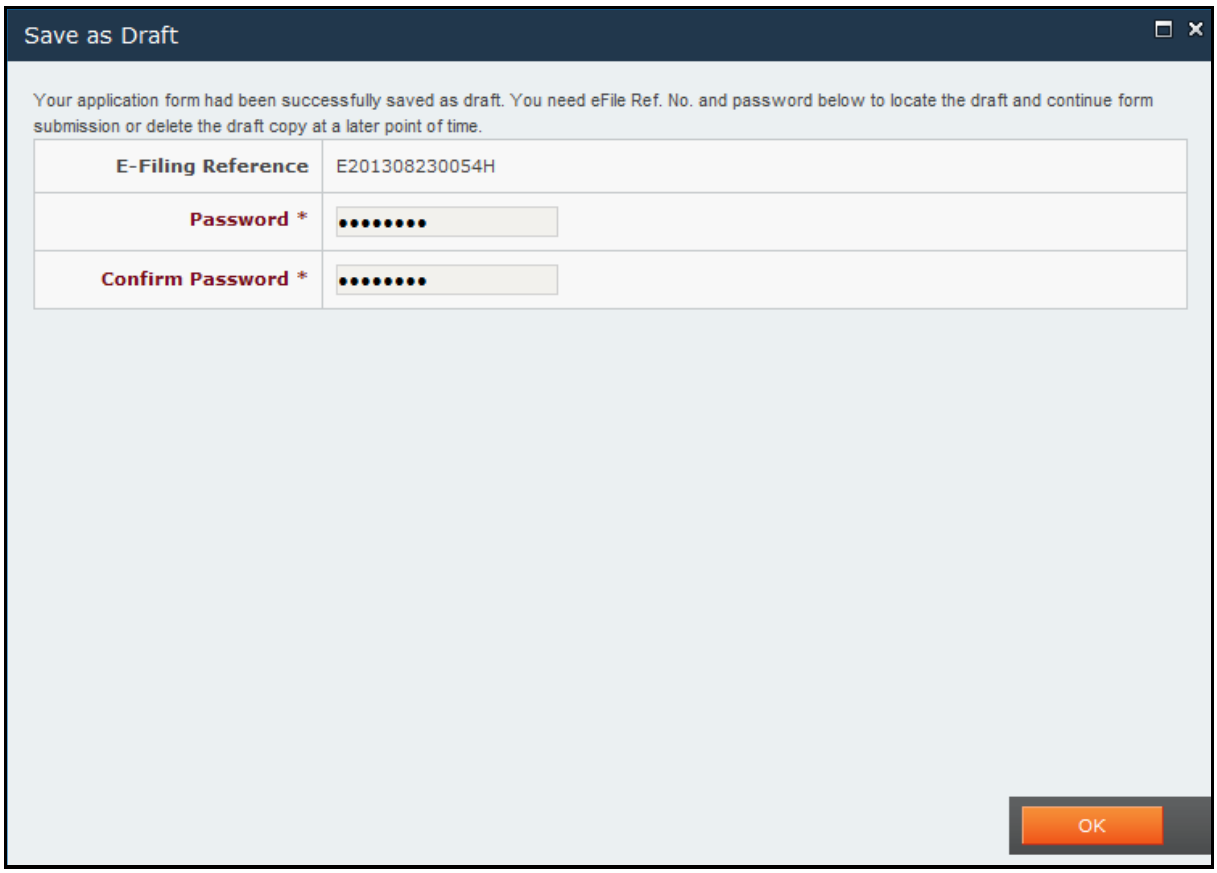

Save as Draft
Your application form had been successfully saved as draft. You need eFile Ref. No. and password below to locate the draft and continue form submission or delete the draft copy at a later point of time.
E-Filing Reference
E201308230054H
Password *
Confirm Password *
OK

Figure 5 – Prompt for password when saving drafts

2. The user will be prompted to key in his or her preferred password:

   i. **Password**: Enter the user's preferred password in the field provided.

   ii. **Confirm Password**: Enter the same password for confirmation.

> **Note**:
> - Both passwords must be identical.
> - Password can consist of alpha-numeric characters.
> - The user is advised to note down the e-filing reference number and the password before clicking on OK, as both are required to retrieve the draft.

3. Click on OK to save the draft and return to the respective forms. .

2.3.2 Retrieve Drafts

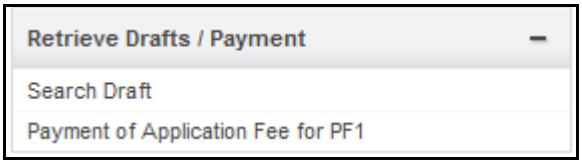


Figure 6 – Search Draft option

1. Click on "Search Draft" under "Retrieve Drafts / Payment" on the left panel menu.

Figure 7 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that the user has saved.

   i. **E-Filing Ref. Number**: This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.

   ii. **Password**: This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

> **Note**:
> - Draft for forms that have been submitted cannot be retrieved.

3. Click on Open Draft to retrieve the draft.

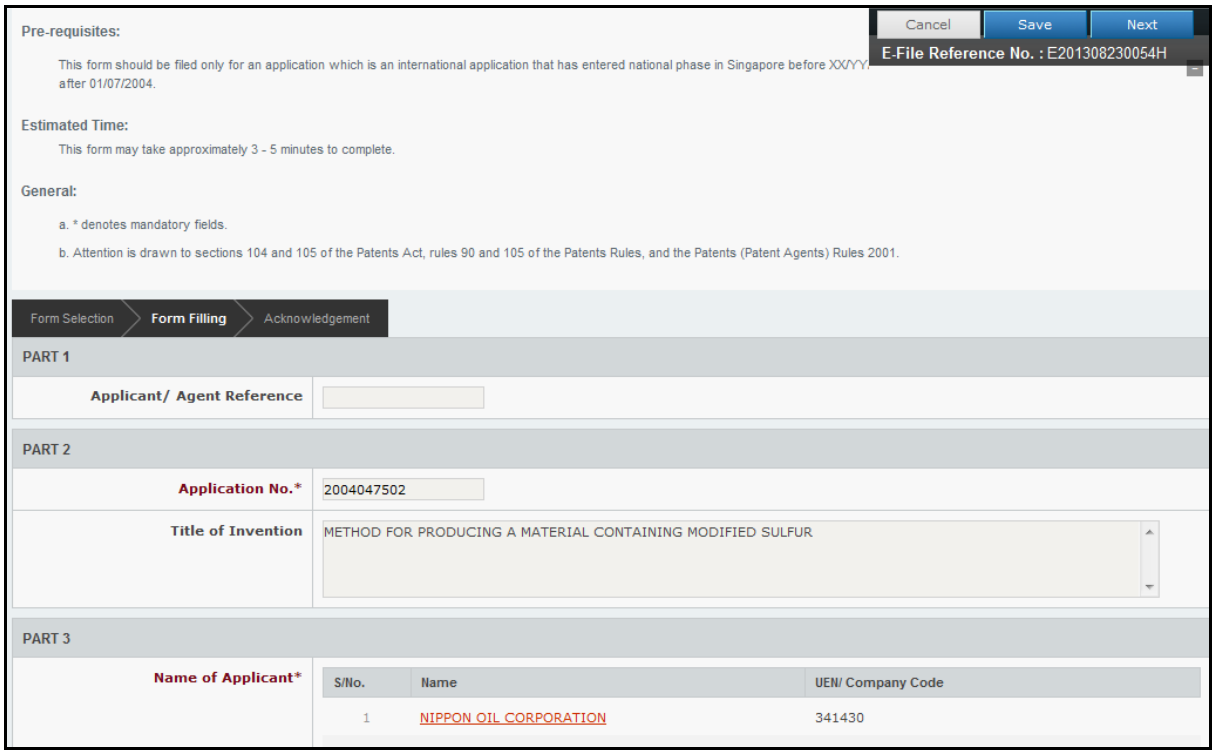

Cancel
Save
Next
E-File Reference No. : E201308230054H
Pre-requisites:
This form should be filed only for an application which is an international application that has entered national phase in Singapore before XX/YY/
after 01/07/2004.
Estimated Time:
This form may take approximately 3 - 5 minutes to complete.
General:
a. * denotes mandatory fields.
b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.
Form Selection
Form Filling
Acknowledgement
PART 1
Applicant/ Agent Reference
PART 2
Application No.*
2004047502
Title of Invention
METHOD FOR PRODUCING A MATERIAL CONTAINING MODIFIED SULFUR
PART 3
Name of Applicant*
S/No.
Name
UEN/ Company Code
1
NIPPON OIL CORPORATION
341430

Figure 8 – Draft retrieved

4. The respective form with the details entered earlier on will be displayed.

2.3.3 Delete Draft

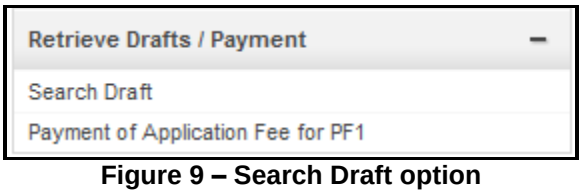


Figure 9 – Search Draft option

1. Click on “Search Draft” under “Retrieve Drafts / Payment” on the left panel menu.

Figure 10 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that they have saved.

   i. **E-Filing Ref. Number**: This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.

   ii. **Password**: This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

> **Note**:
> - Deleted drafts that have been submitted cannot be retrieved.

3. Click on Delete Draft to delete the draft.

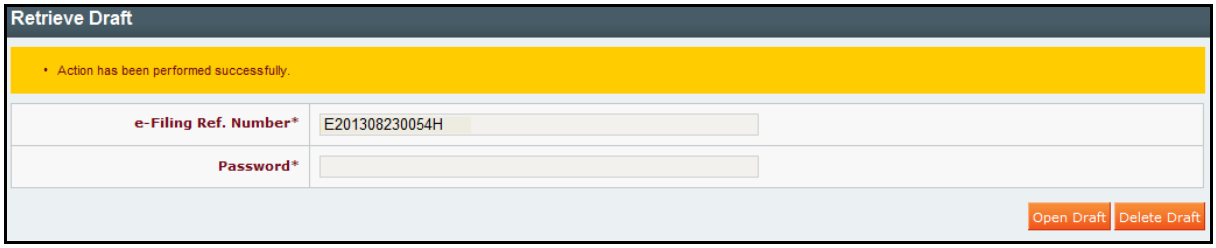


Figure 11 – Deletion of draft

4. A message will be displayed when the draft is deleted successfully.

2.4 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Checkout Confirmation page to select a mode of payment.

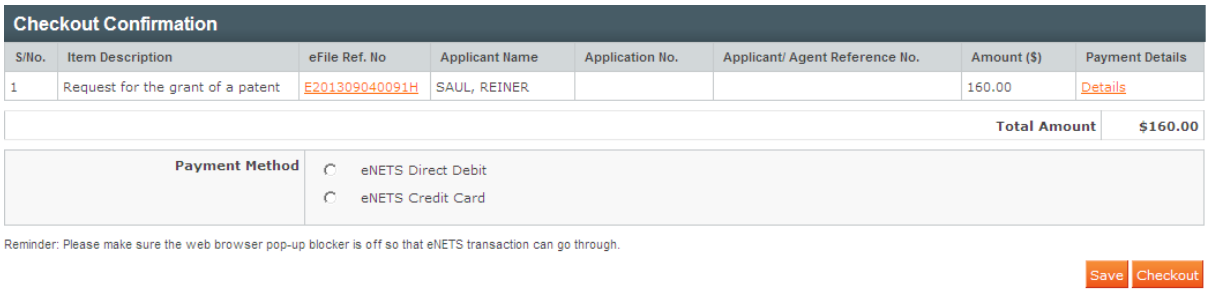


Figure 12 – Checkout Confirmation

1. Select a mode of payment.

2. If the user wishes to proceed with payment at another time, click on Save to save the draft.

3. Click on Checkout to proceed with the payment process.

Note:

- It is mandatory to select a mode of payment.

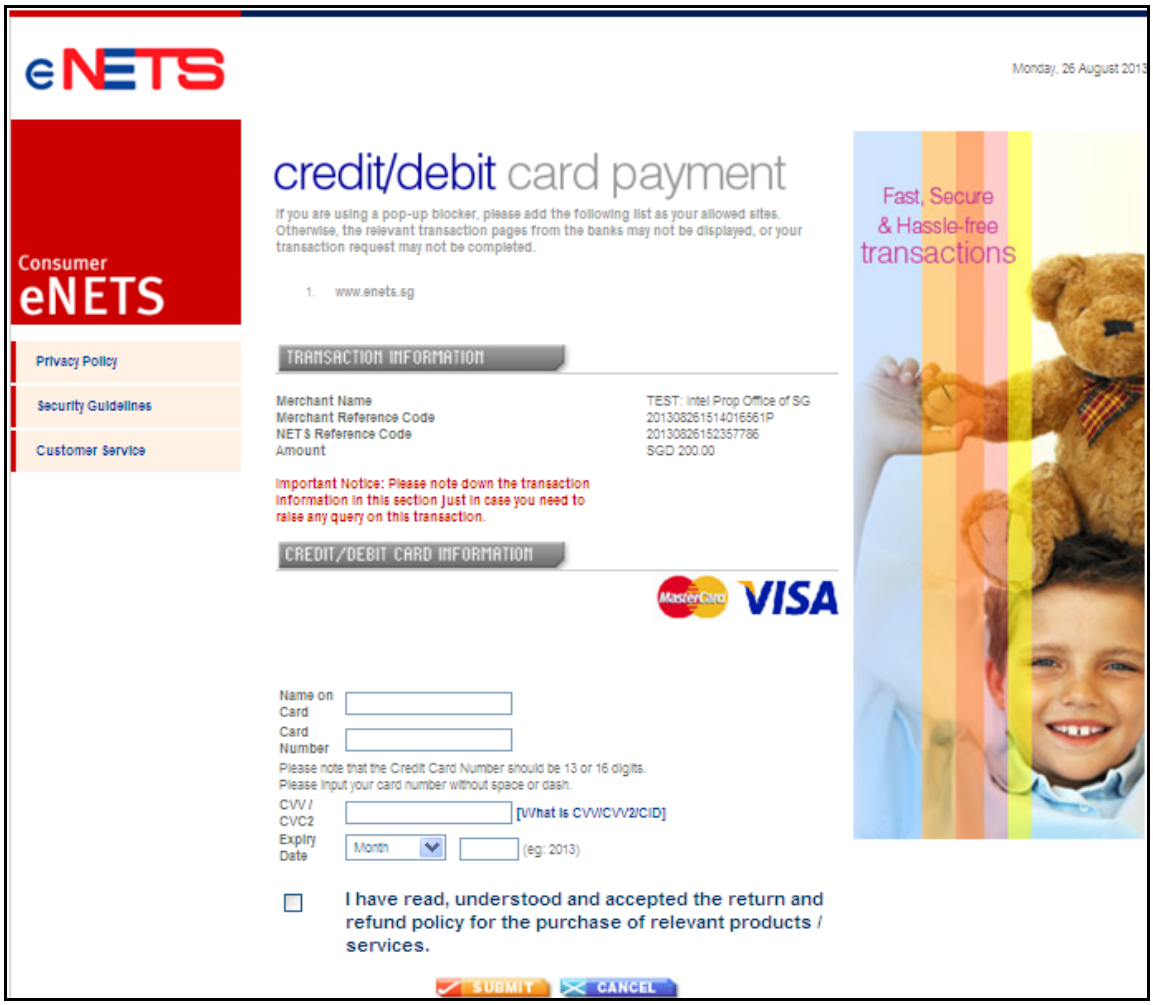

eNETS
Monday, 26 August 2013
credit/debit card payment
If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.
1. www.enets.sg
Consumer eNETS
Privacy Policy
Security Guidelines
Customer Service
TRANSACTION INFORMATION
Merchant Name
Merchant Reference Code
NETS Reference Code
Amount
TEST: Intel Prop Office of SG
20130826151401656 1P
20130826152357786
SGD 200.00
Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.
CREDIT/DEBIT CARD INFORMATION
MasterCard VISA
Name on Card
Card Number
Please note that the Credit Card Number should be 13 or 16 digits.
Please input your card number without space or dash.
CVV / CVC2
[What is CVV/CVV2/CID]
Expiry Date
Month
(eg: 2013)
I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.
SUBMIT
CANCEL
Fast, Secure & Hassle-free transactions

Figure 13 – eNETS Card Payment

4. The user will be required to enter his or her credit or debit card details.
5. Check on ☐ to agree with the terms.
6. Click on SUBMIT to carry on with the payment process.

3 COMMON SECTION (ACCOUNT HOLDERS)

For users who are account holders on IP²SG, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

3.1 Login

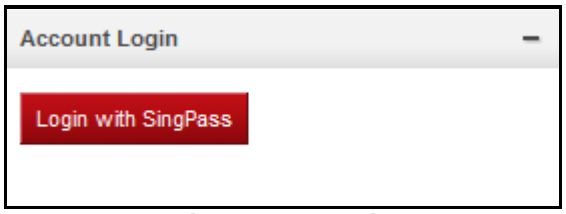


Figure 14 – Login

1. The login screen is located at the upper left hand side of the web page.

2. Click on Login with SingPass to login with SingPass account. The user will be directed to SingPass login page as illustrated below:

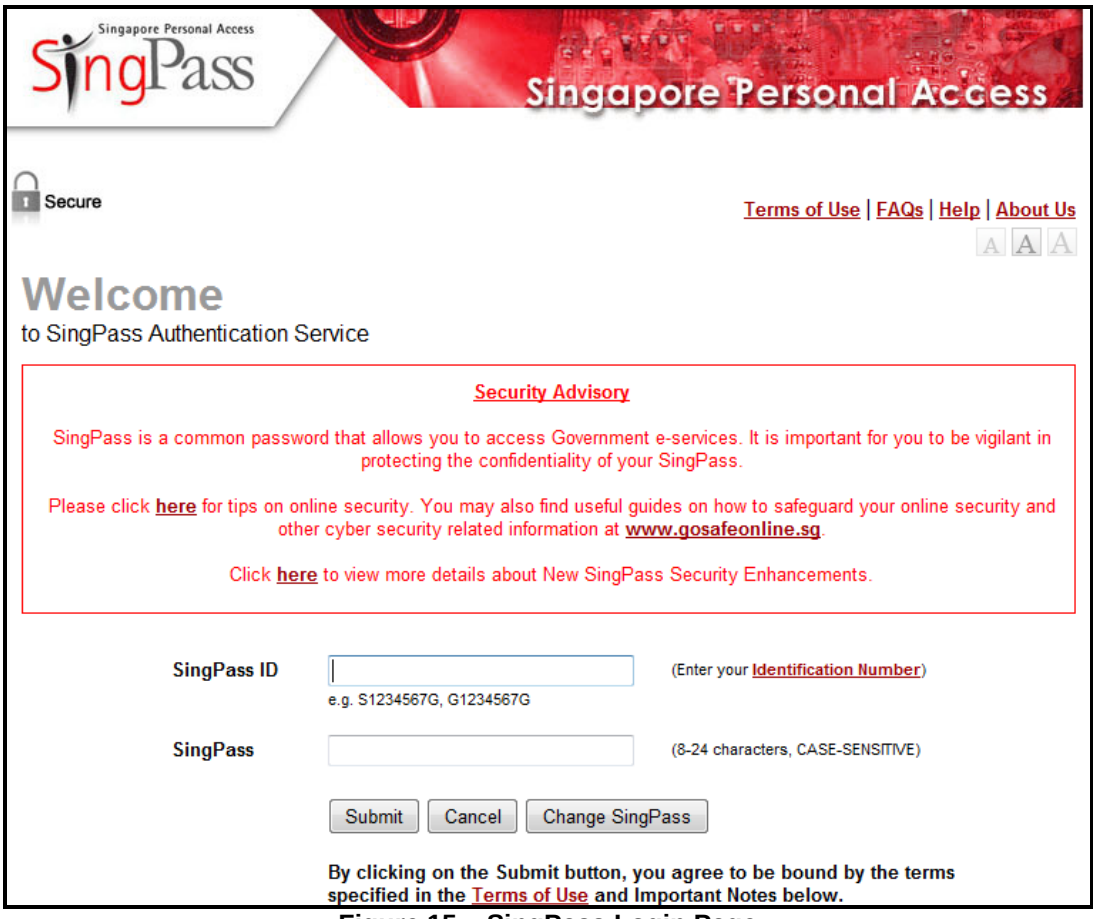

Singapore Personal Access
SingPass
Singapore Personal Access
Secure
Terms of Use | FAQs | Help | About Us
Welcome
to SingPass Authentication Service
Security Advisory
SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.
Please click here for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sg.
Click here to view more details about New SingPass Security Enhancements.
SingPass ID
(Enter your Identification Number)
e.g. S1234567G, G1234567G
SingPass
(8-24 characters, CASE-SENSITIVE)
Submit
Cancel
Change SingPass
By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.

Figure 15 – SingPass Login Page

3. SingPass ID: Enter the user's SingPass ID in the field provided.

4. SingPass: Enter the user's SingPass password in the field provided.

5. Click on Submit to complete the login process. Upon successful login, the user will be directed back to IP²SG.

3.2 Forms Available on IP²SG

3.2.1 Form Listing

Click on “Forms” on the left hand menu to view the list of forms available for filing on IP²SG.

Form No.	Description	Fee (S$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
PF8	Statement of Inventorship and of Right to Grant of Patent	No Fee	PF8 (41KB) User Guide (42KB)
PF10	Request for Search Report or Supplementary Search Report	1,925.00	PF10 (36KB) User Guide (42KB)
PF11	Request for Search and Examination Report	2,600.00	PF11 (33KB) User Guide (42KB)
PF11A	Furnishing of Prescribed Details	No Fee	PF11A (37KB) User Guide (42KB)
PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 16 – Form Listing

3.2.2 Form Search

The following function allows the user to search for a particular form.

Figure 17 – Form Search

1. Under '**Group'**, the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.

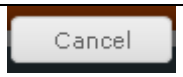
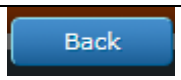
2. Under '**Registry'**, the user can search for form(s) based on the type of IP, e.g. Patents.

3. Under '**Form (Search by keyword)',** the user can search for form(s) based on keyword(s), e.g. Examination.

3.3 Features Common to Forms on IP²SG

3.3.1 Common Buttons

Following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the application into the system.

3.3.2 Contact Details

For account holders, the contact details associated with the user login will be auto-populated.

Note:

- The details that are retrieved cannot be amended.

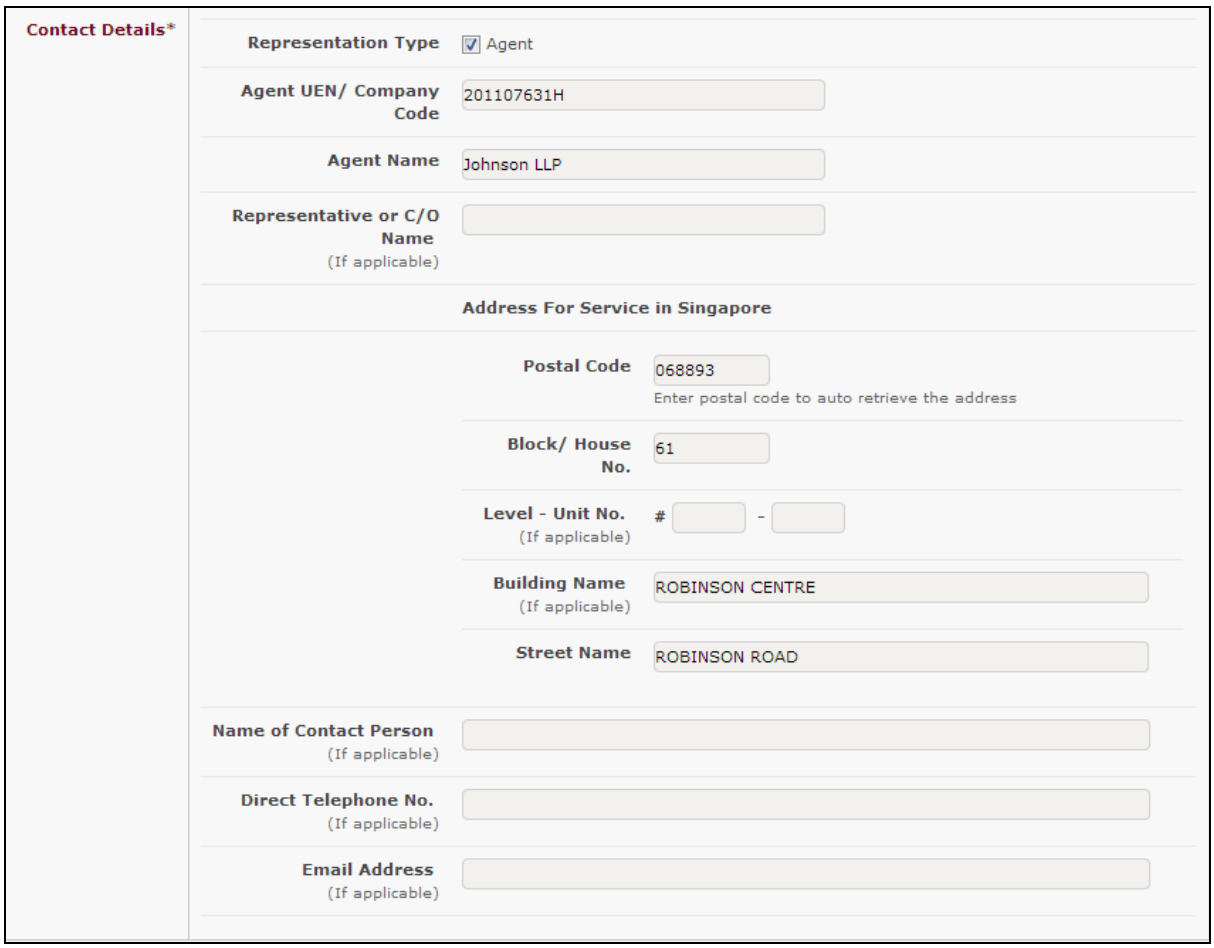


Figure 18 – Contact Details

1. **Representation Type:** Select by clicking the checkbox**.**

2. **Representative or C/O Name**: Enter the required data in the field provided if applicable.

> **Note:**
> - UEN & Agent Name will be populated when Agent checkbox is selected.
> - Representative or C/O Name is not a mandatory field and should be entered only if the user is not the Applicant or an Agent acting on behalf of the Applicant.

3. **Address for Service in Singapore**:

   i. Upon login to the system, the address for service will be populated.

4. **Name of Contact Person**: Enter the data in the field provided if applicable.

5. **Direct Telephone No.**: Enter the data in the field provided if applicable.

> **Note:**
> - Minimum of 8 digits.
> - Alphabets and special characters are not allowed.

6. **Email Address**: Enter a valid email address in the field provided if applicable.

> **Note:**
> - An error message will be displayed if an invalid Email Address is entered.

3.3.3 Declaration

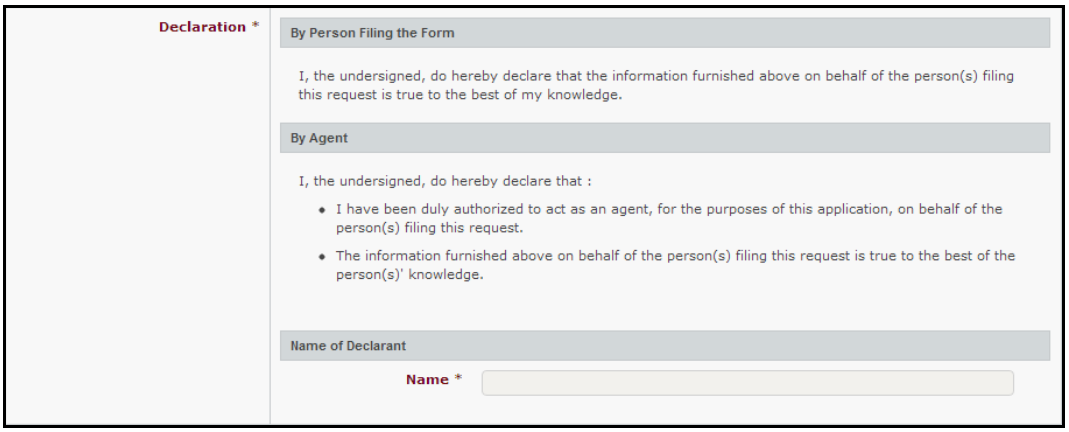

Declaration *
By Person Filing the Form
I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.
By Agent
I, the undersigned, do hereby declare that :
I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.
Name of Declarant
Name *

Figure 19 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

3.4 Saving, Retrieving & Deleting a Form

3.4.1 Saving a Form

1. To save any submission, click on

located at the top of the page.

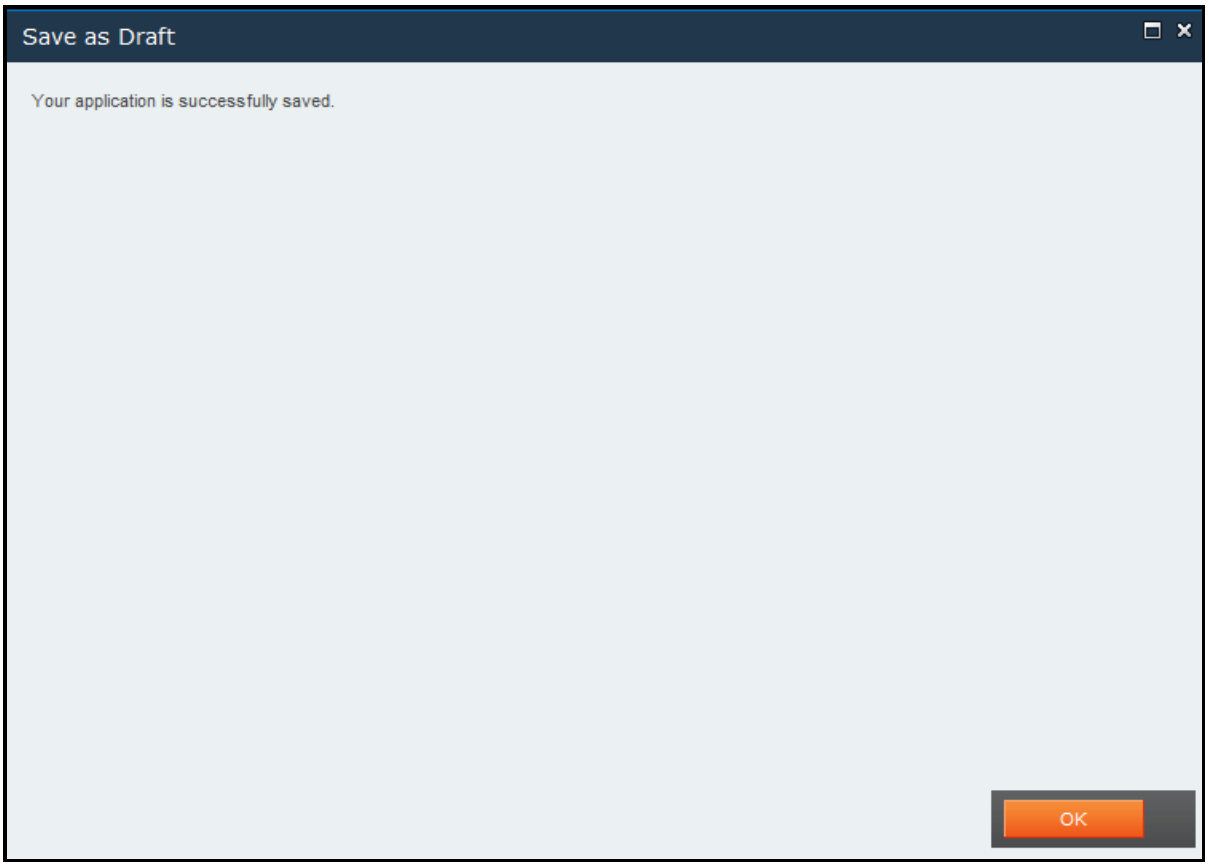


Figure 20 – Draft has been saved

2. Upon successful saving of the draft, the user will be prompted that the draft has been saved.

3. Click on

to close the prompt and return to the form.

3.4.2 Retrieve Draft

1. The user will be required to log into the system.

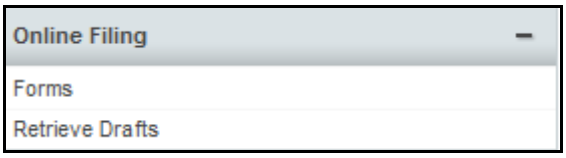


Figure 21 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

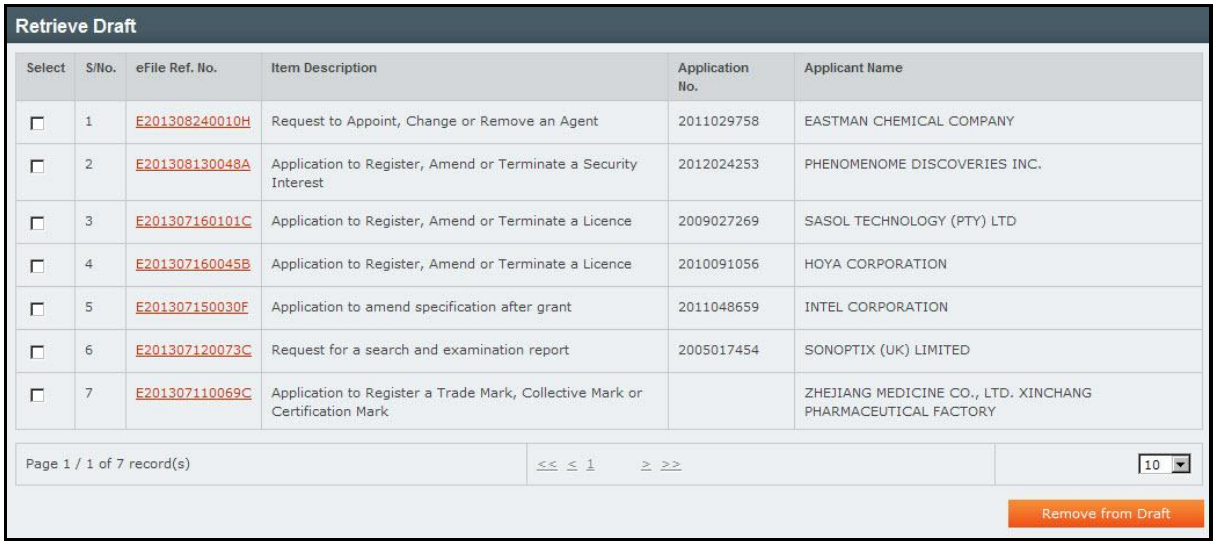


Figure 22 – List of Drafts

3. A list of draft forms that has been saved under this account will be displayed.

4. Click on the hyperlink under the “eFile Ref. No” to retrieve the draft(s).

> **Note**:
> - Drafts for forms that have been submitted will not be retrieved.

3.4.3 Delete Draft

1. The user will be required to log into the system.

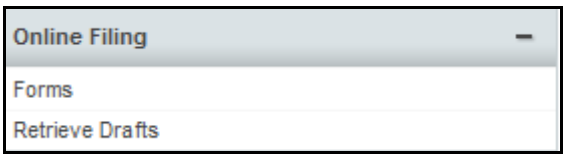


Figure 23 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

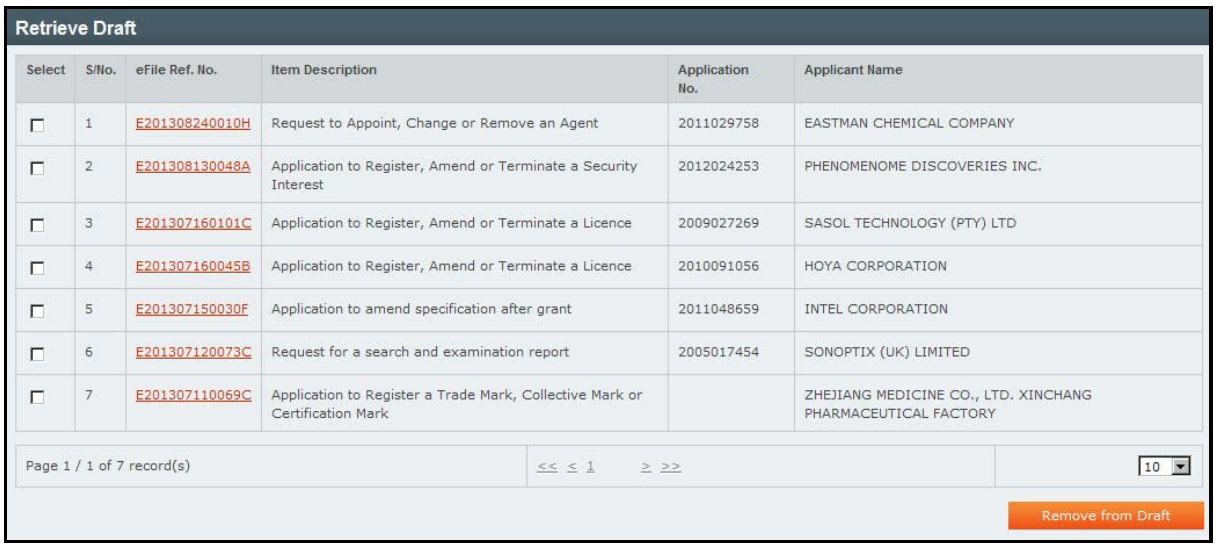

Retrieve Draft
Select
S/No.
eFile Ref. No.
Item Description
Application No.
Applicant Name
1 E201308240010H Request to Appoint, Change or Remove an Agent 2011029758 EASTMAN CHEMICAL COMPANY
2 E201308130048A Application to Register, Amend or Terminate a Security Interest 2012024253 PHENOMENOME DISCOVERIES INC.
3 E201307160101C Application to Register, Amend or Terminate a Licence 2009027269 SASOL TECHNOLOGY (PTY) LTD
4 E201307160045B Application to Register, Amend or Terminate a Licence 2010091056 HOYA CORPORATION
5 E201307150030F Application to amend specification after grant 2011048659 INTEL CORPORATION
6 E201307120073C Request for a search and examination report 2005017454 SONOPTIX (UK) LIMITED
7 E201307110069C Application to Register a Trade Mark, Collective Mark or Certification Mark ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)
<< < 1 > >>
10
Remove from Draft

Figure 24 – List of Drafts

3. A list of draft forms that have been saved under this account will be displayed.

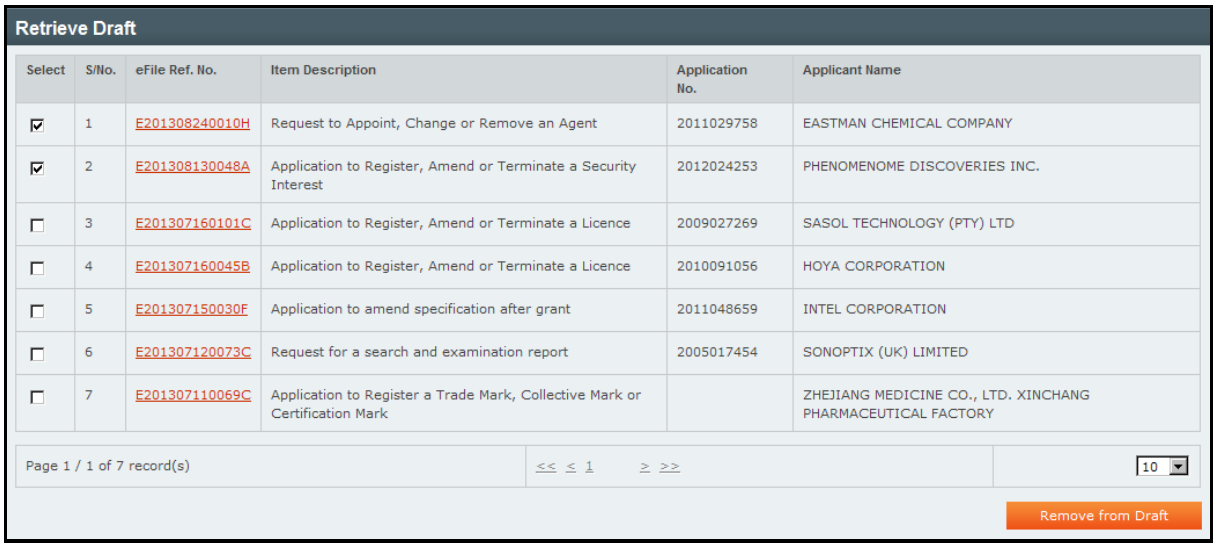

Retrieve Draft
Select
S/No.
eFile Ref. No.
Item Description
Application No.
Applicant Name
1 E201308240010H Request to Appoint, Change or Remove an Agent 2011029758 EASTMAN CHEMICAL COMPANY
2 E201308130048A Application to Register, Amend or Terminate a Security Interest 2012024253 PHENOMENOME DISCOVERIES INC.
3 E201307160101C Application to Register, Amend or Terminate a Licence 2009027269 SASOL TECHNOLOGY (PTY) LTD
4 E201307160045B Application to Register, Amend or Terminate a Licence 2010091056 HOYA CORPORATION
5 E201307150030F Application to amend specification after grant 2011048659 INTEL CORPORATION
6 E201307120073C Request for a search and examination report 2005017454 SONOPTIX (UK) LIMITED
7 E201307110069C Application to Register a Trade Mark, Collective Mark or Certification Mark ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)
<< < 1 > >>
10
Remove from Draft

Figure 25 – Selection of drafts to be deleted

4. Select the draft(s) to be removed.

5. Click on Remove from Draft.

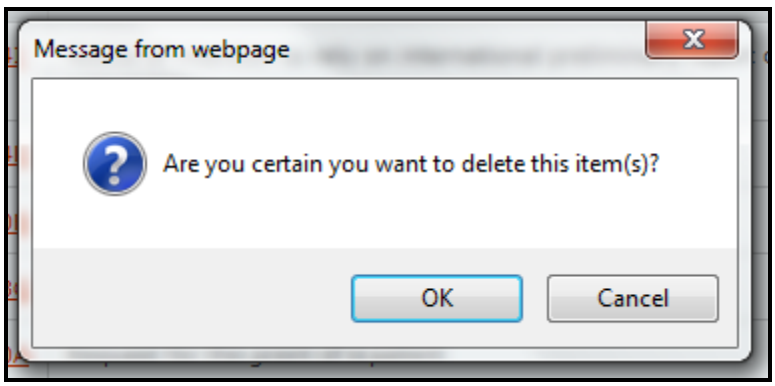


Figure 26 – Confirmation on deletion of draft

6. The user will be prompted for confirmation to remove the selected draft(s).

7. Click on OK to delete the draft(s).

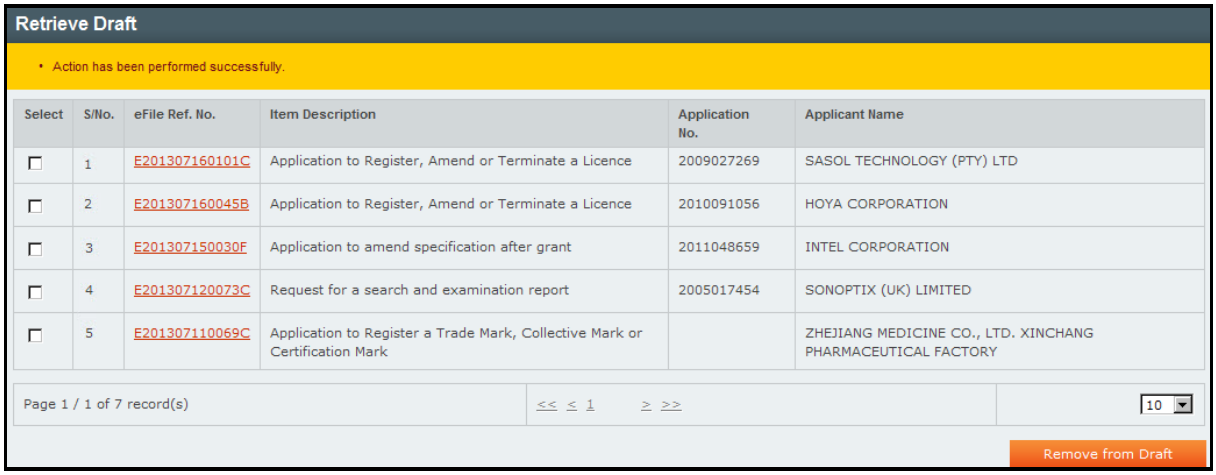

Retrieve Draft
Action has been performed successfully.
Select
S/No.
eFile Ref. No.
Item Description
Application No.
Applicant Name
1 E201307160101C Application to Register, Amend or Terminate a Licence 2009027269 SASOL TECHNOLOGY (PTY) LTD
2 E201307160045B Application to Register, Amend or Terminate a Licence 2010091056 HOYA CORPORATION
3 E201307150030F Application to amend specification after grant 2011048659 INTEL CORPORATION
4 E201307120073C Request for a search and examination report 2005017454 SONOPTIX (UK) LIMITED
5 E201307110069C Application to Register a Trade Mark, Collective Mark or Certification Mark ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)
<< < 1 > >>
10
Remove from Draft

Figure 27 – Draft successfully deleted

8. A message will be displayed when the draft(s) is/are deleted.

9. Alternatively, click on

to cancel the removal of the selected draft(s). The user will be directed back to the list of the retrieved drafts.

3.5 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Payment Cart to confirm which forms are to be paid.

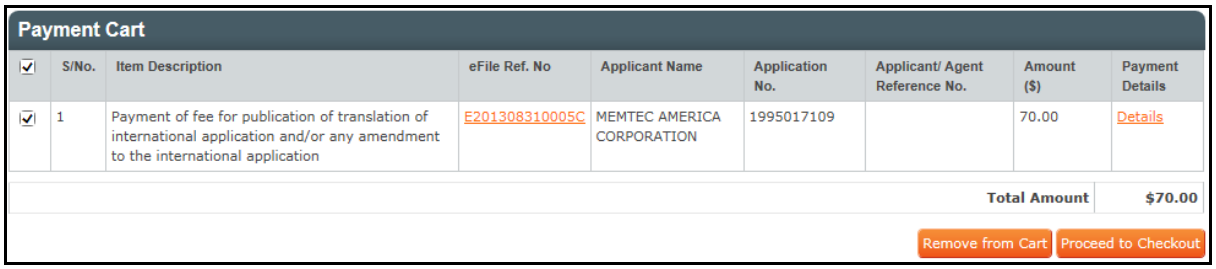

Payment Cart
S/No.
Item Description
eFile Ref. No
Applicant Name
Application No.
Applicant/ Agent Reference No.
Amount ($)
Payment Details
1 Payment of fee for publication of translation of international application and/or any amendment to the international application E201308310005C MEMTEC AMERICA CORPORATION 1995017109 70.00 Details
Total Amount $70.00
Remove from Cart
Proceed to Checkout

Figure 28 – Payment Cart

1. Select the relevant form by clicking on the checkbox.

2. Click on

to remove the form from the Payment Cart.

3. Click on

to proceed to the next step of choosing a mode of payment.

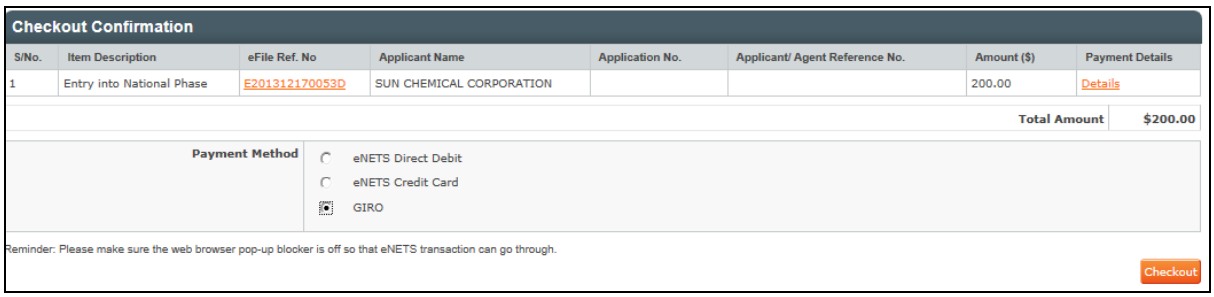


Figure 29 – Checkout Confirmation

4. Select a mode of payment.

5. Click on Checkout to proceed with the payment process.

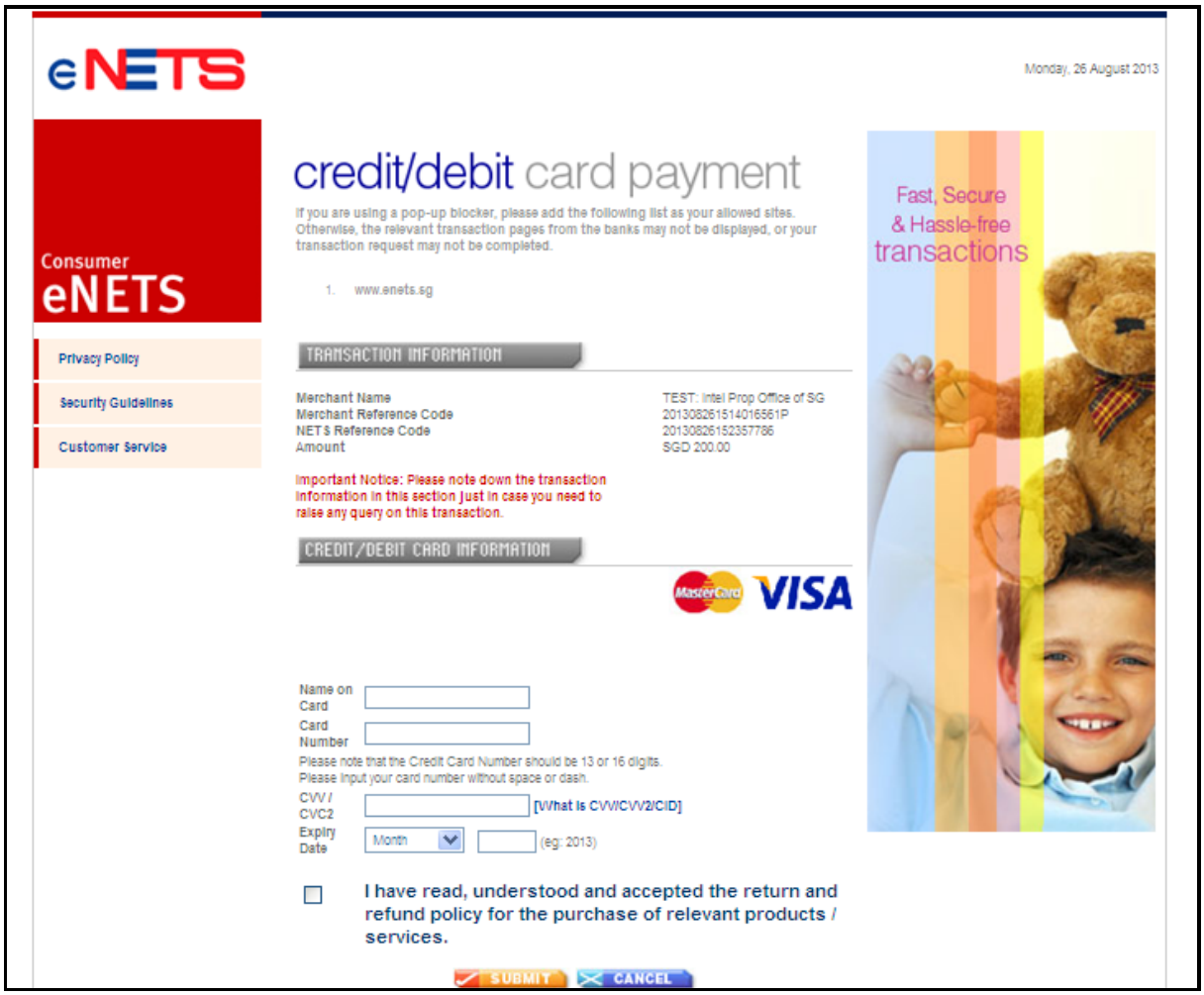

eNETS
Monday, 26 August 2013
Consumer
eNETS
Privacy Policy
Security Guidelines
Customer Service
credit/debit card payment
If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.
1. www.enets.sg
TRANSACTION INFORMATION
Merchant Name
Merchant Reference Code
NETS Reference Code
Amount
TEST: Intel Prop Office of SG
20130826151401656 1P
20130826152357786
SGD 200.00
Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.
CREDIT/DEBIT CARD INFORMATION
MasterCard VISA
Name on Card
Card Number
Please note that the Credit Card Number should be 13 or 16 digits.
Please input your card number without space or dash.
CVV / CVC2
[What is CVV/CVV2/CID]
Expiry Date
Month
(eg: 2013)
I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.
SUBMIT
CANCEL
Fast, Secure & Hassle-free transactions

Figure 30 – eNETS Card Payment

6. If eNets is selected, the user will be required to enter his or her credit or debit card details.

7. Check on ☐ to agree with the terms.

8. Click on SUBMIT to carry on with the payment process.

Note:
- If payment has been made by GIRO, system will instead display an acknowledgement page.

4 COMPLETION AND SUBMISSION OF FORM

4.1 Patents Form 37 – Entry into National Phase

This section describes the steps in completion and submission of the form. Mandatory fields are denoted by red text with asterisk.

4.1.1 Part 1: Applicant / Agent Reference

Figure 31 – Part 1: Applicant / Agent Reference

1. **Applicant / Agent Reference**: This Part is for the user to provide a reference no. to aid in tracking the submission of the application. Enter any value in the field provided if applicable.

> **Note**:
> - Applicant / Agent Reference is not a mandatory field.
> - Alphabets, numbers and special characters are allowed.

4.1.2 Part 2: International Application No.

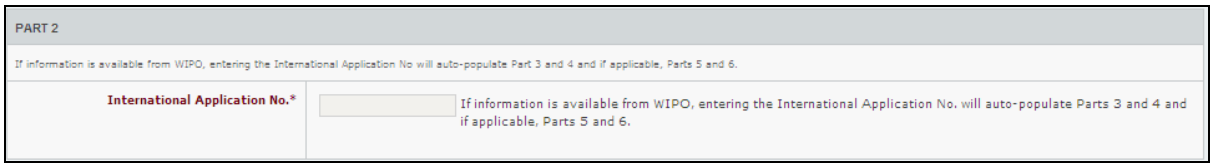

PART 2
If information is available from WIPO, entering the International Application No will auto-populate Part 3 and 4 and if applicable, Parts 5 and 6.
International Application No.*
If information is available from WIPO, entering the International Application No. will auto-populate Parts 3 and 4 and if applicable, Parts 5 and 6.

Figure 32 – Part 2: International Application No.

1. **International Application No.**: This field is for the user to enter the application number of their PCT International Application. This field is a mandatory field.

> **Note**:
> - Upon entering the International Application No., the information in Part 3, Part 4, Part 5 (if applicable) and Part 6 (if applicable) will be auto-populated if the records are successfully retrieved from WIPO. The auto-population of these information is only possible if the PCT application is valid: has been published at WIPO and the connection to WIPO is available.
> - Application No. format should be as follows:
>   - <NN><YYYY>12345<C>-<00>
>   - Where <NN> indicates type of registry, e.g '10' is for PT PF1
>   - Where <YYYY> indicates year
>   - Where <12345> indicates running number in each registry
>   - Where <C> indicates a checksum for alphabet.

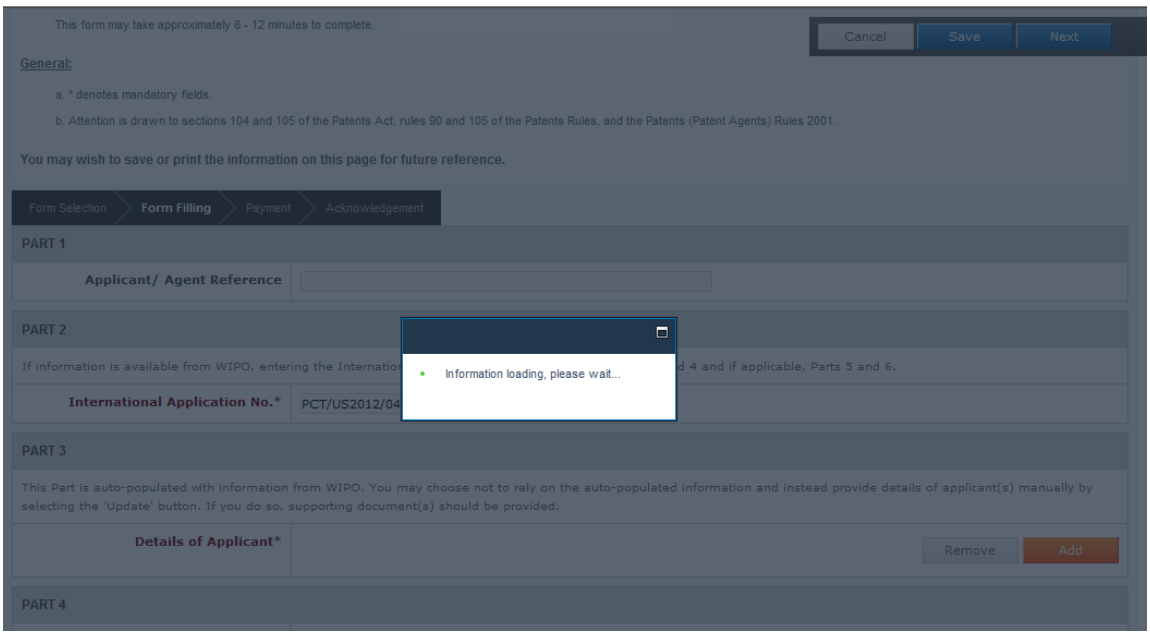

This form may take approximately 8 - 12 minutes to complete.
Cancel
Save
Next
General:
a. * denotes mandatory fields.
b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.
You may wish to save or print the information on this page for future reference.
Form Selection
Form Filling
Payment
Acknowledgement
PART 1
Applicant/ Agent Reference
PART 2
Information loading, please wait...
International Application No.*
PCT/US2012/04
PART 3
This Part is auto-populated with information from WIPO. You may choose not to rely on the auto-populated information and instead provide details of applicant(s) manually by selecting the 'Update' button. If you do so, supporting document(s) should be provided.
Details of Applicant*
Remove
Add
PART 4

Figure 33 – Part 2: Retrieval of related details

2. Click anywhere on the screen or press the “Enter” button on the keyboard after entering in a valid application number. The system will retrieve the related title of invention.

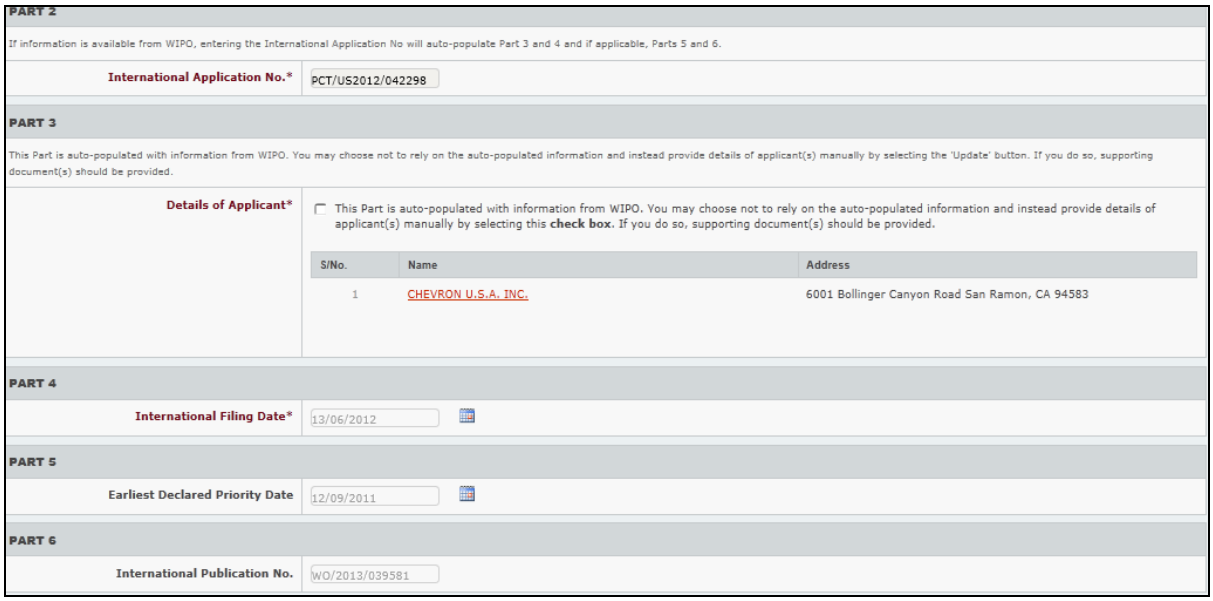

PART 2
If information is available from WIPO, entering the International Application No will auto-populate Part 3 and 4 and if applicable, Parts 5 and 6.
International Application No.*
PCT/US2012/042298
PART 3
This Part is auto-populated with information from WIPO. You may choose not to rely on the auto-populated information and instead provide details of applicant(s) manually by selecting the 'Update' button. If you do so, supporting document(s) should be provided.
Details of Applicant*
This Part is auto-populated with information from WIPO. You may choose not to rely on the auto-populated information and instead provide details of applicant(s) manually by selecting this check box. If you do so, supporting document(s) should be provided.
S/No.
Name
Address
1
CHEVRON U.S.A. INC.
6001 Bollinger Canyon Road San Ramon, CA 94583
PART 4
International Filing Date*
13/06/2012
PART 5
Earliest Declared Priority Date
12/09/2011
PART 6
International Publication No.
WO/2013/039581

Figure 34 – Parts 3-6: Auto-population of fields after valid WIPO application is entered

3. Part 3, Part 4, Part 5 and Part 6 field will be auto-populated when International Application No. is successfully retrieved from WIPO.

4. The confirmation page will be displayed if the International Application number is invalid, or if the connection to WIPO is temporarily unavailable.

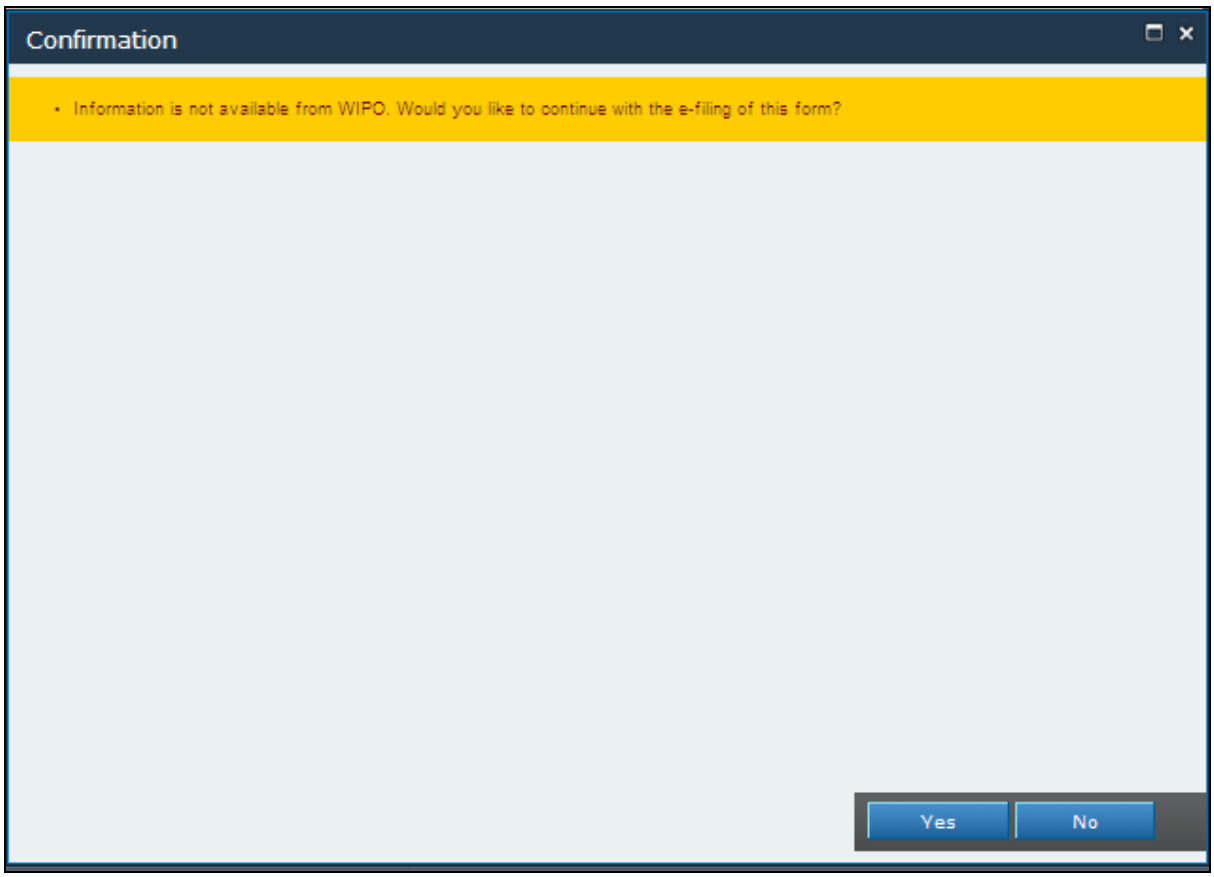


Figure 35 – Confirmation Page when detail from WIPO not available

5.

Note:

- If there is any update to Part 2, the page will reload to retrieve details from WIPO website. Yes Button in confirmation page will allow user to continue with the submission of the form.
- No Button in confirmation page will return user to the homepage for Patent Forms.
- Unpublished application will also result in the display of the confirmation page. User will have to manually key in the applicant details for the submission of the form.

4.1.3 Part 3: Applicant Details

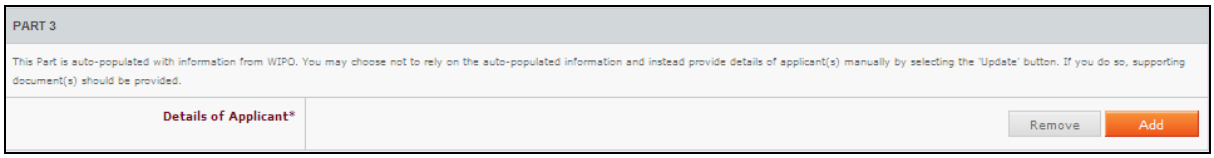

PART 3
This Part is auto-populated with information from WIPO. You may choose not to rely on the auto-populated information and instead provide details of applicant(s) manually by selecting the 'Update' button. If you do so, supporting document(s) should be provided.
Details of Applicant*
Remove
Add

Figure 36 – Part 3: Details of the Applicant (when Invalid Application Number or unable to connect to WIPO)

1. **Details of Applicant**: Details of the applicants associated with the application will be displayed here. The user is required to fill up this field if the applicant is different from the existing applicant details or the details are not captured from WIPO.

Note:

- Name of Applicant is non-editable after the information is auto-populated.
- User may add or remove applicant by clicking on the checkbox in Part 3 to

display the Add and Remove button.

- Remove Button in Part 3 is to remove the applicant's details.
- Add Button in Part 3 is to add the applicant's details.

4.1.4 Part 4: International Filing Date

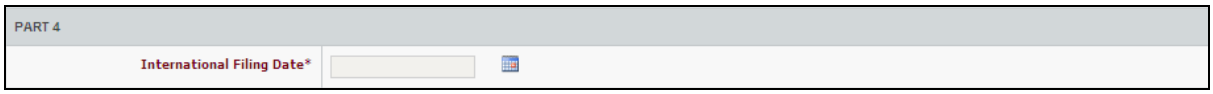


Figure 37 **– Part 4: International Filing Date**

1. **International Filing Date**: The International filing date for the PCT application will be displayed here. User is to fill up the field when the information is not captured by WIPO.

Note:

- International Filing Date is non-editable after the information is auto-populated. It is a mandatory field.
- Button is for the user to enter the International Filing date if the system is unable to auto-populate the form.

4.1.5 Part 5: Earliest Declared Priority Date

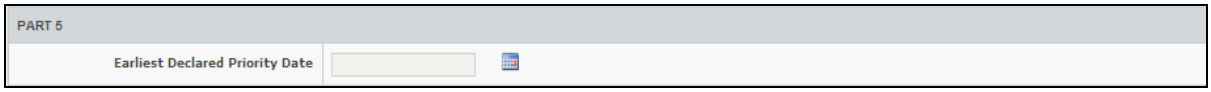


Figure 38 **– Part 5: Earliest Declared Priority**

1. **Earliest Declared Priority Date**: The Earliest Declared Priority date for the PCT application will be displayed here. User is to fill up the field when the information is not captured by WIPO.

Note:

- Earliest Declared Priority date is non-editable after the information is auto-populated.
- Button is for the user to enter the International Filing date if the system is unable to auto-populate the form.

4.1.6 Part 6: International Publication Number

Figure 39 **– Part 6: International Publication Number**

1. **International Publication No.**: The International Publication number for the PCT application will be displayed here.

Note:

- International Publication number is non-editable after the information is auto-populated.

4.1.7 Part 7: Request for Early National Phase Entry

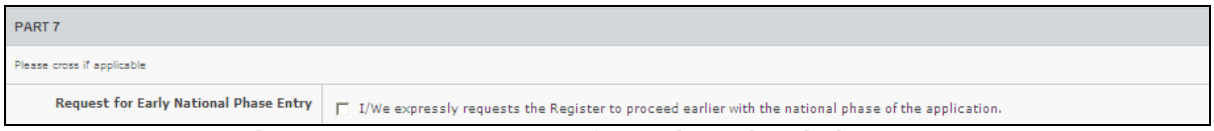

PART 7
Please cross if applicable
Request for Early National Phase Entry
I/We expressly requests the Register to proceed earlier with the national phase of the application.

Figure 40 – Part 7: Request for Early National Phase Entry

1. **Request for Early National Phase Entry**: User may request to proceed with the national phase entry before the expiry of 30 months from the Earliest Priority Date or when there is no priority date, from the International Filing Date by selecting this checkbox.

4.1.8 Part 8: Contact Details

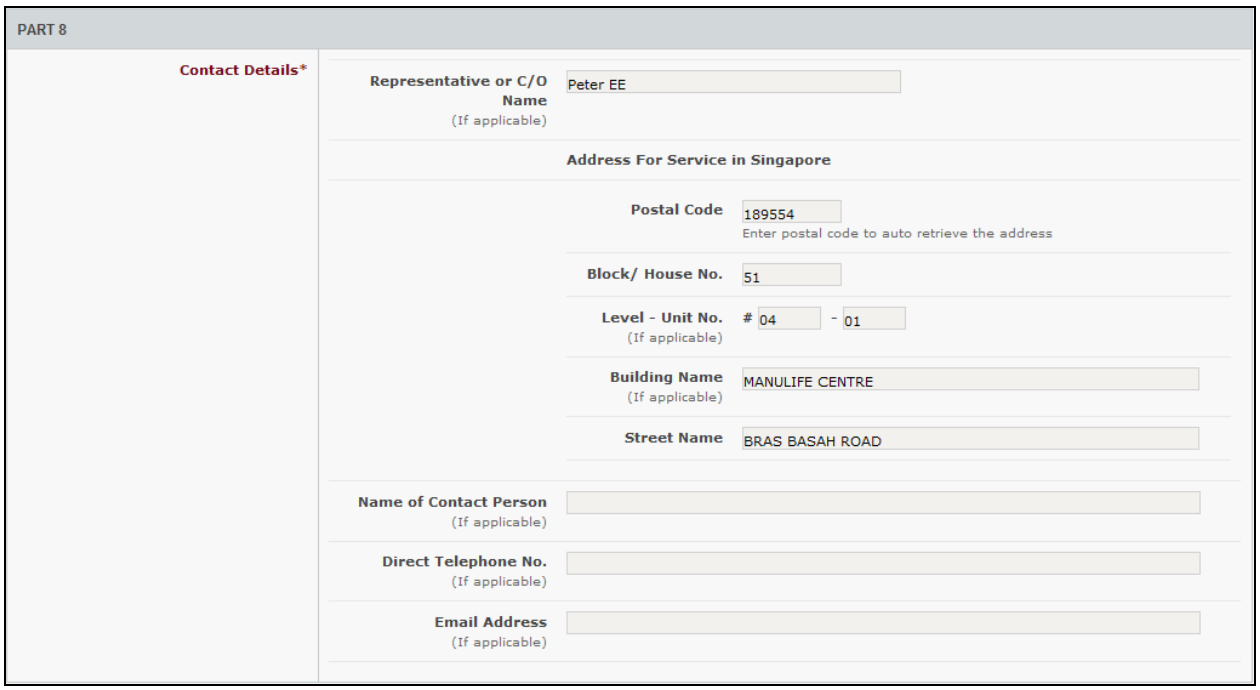
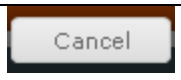
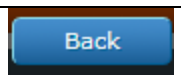


Figure 41 – Part 8: Contact Details

1. For non-account holders, please refer to the common section (**2.3.2 The following** buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

2. Contact Details). For account holders, please refer to the common section (**3.3.2 Contact Details**) for details.

4.1.9 Part 9: Declaration

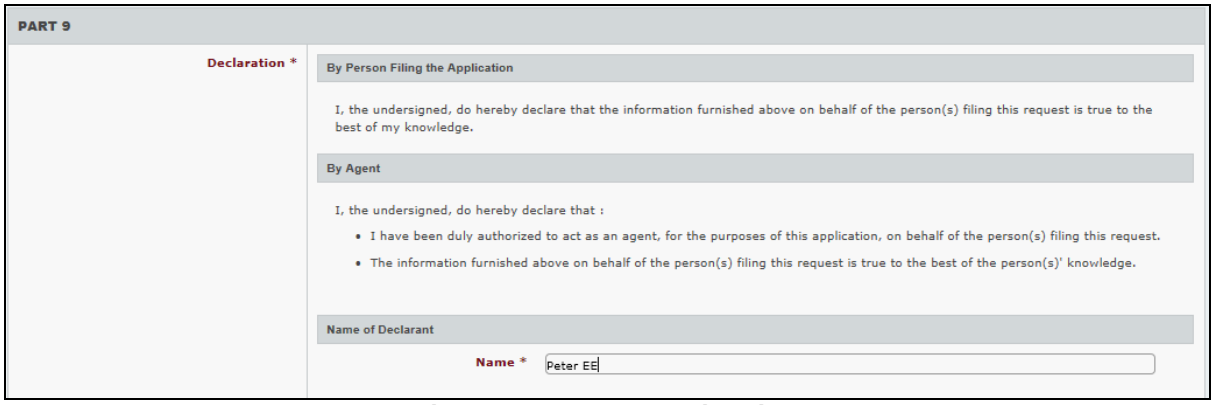

PART 9
Declaration *
By Person Filing the Application
I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.
By Agent
I, the undersigned, do hereby declare that :
I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.
Name of Declarant
Name *
Peter EE

Figure 42 – Part 9: Declaration

1. For non-account holders, please refer to the common section (**2.2.3 Declaration**). For account holders, please refer to the common section (**3.3.3 Declaration**) for details.

Note:

- Declaration is a mandatory field

4.1.10 Part 10: Attachment

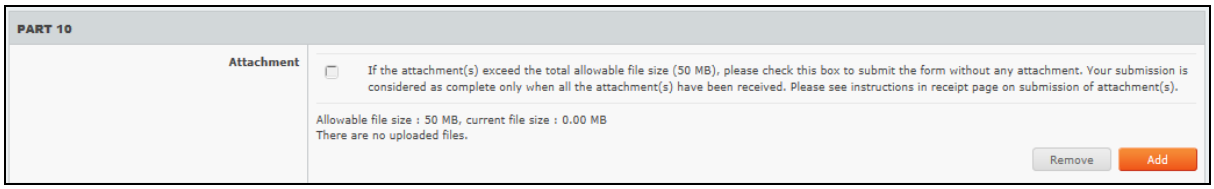

PART 10
Attachment
If the attachment(s) exceed the total allowable file size (50 MB), please check this box to submit the form without any attachment. Your submission is considered as complete only when all the attachment(s) have been received. Please see instructions in receipt page on submission of attachment(s).
Allowable file size : 50 MB, current file size : 0.00 MB
There are no uploaded files.
Remove
Add

Figure 43 – Part 10: Attachment

1. **Attachment**: This section is for the user to submit any attachment(s) together with the Patents Form 37..

Note:

- The attachments will be auto downloaded from WIPO after the form is filed. So the attachment in this section is not mandatory unless any changes required.

1) If PCT application is filed in English language and already published at WIPO, user do not need to submit any supporting documents (e.g. PCT Bibliography)

2) If PCT application is filed in non-English language and already published at WIPO, user is to attach the English translation of the original description, claim(s), drawings (if any) and amendments (if any). The expiry of the time limit for submitting the translated amendments is within 2 months from the date of the Filing Date notification.

3) If the PCT application has not yet been published at WIPO, user is to attach the original PCT application [PCT/RO/101 form, description, claim(s), drawings (if any) and abstract] and also the English translation of the aforementioned documents (if necessary)

4) A Verification of English Translation (VET) of the PCT application must be furnished within 2 months from the time limit for entering the National Phase.

- The maximum size of a file that can be uploaded is of 50MB.
- If attachment contains more than 50MB file size, user is to select the checkbox and to submit the attachment(s) via OTC.
-

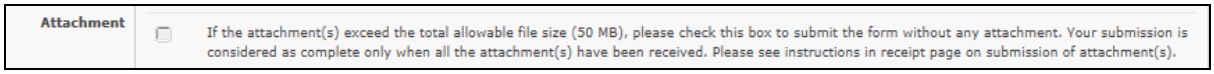

Attachment
If the attachment(s) exceed the total allowable file size (50 MB), please check this box to submit the form without any attachment. Your submission is considered as complete only when all the attachment(s) have been received. Please see instructions in receipt page on submission of attachment(s).

Figure 44 – Part 10: Checkbox for identify attachment is more than 50MB

3. Click on to attach a file.

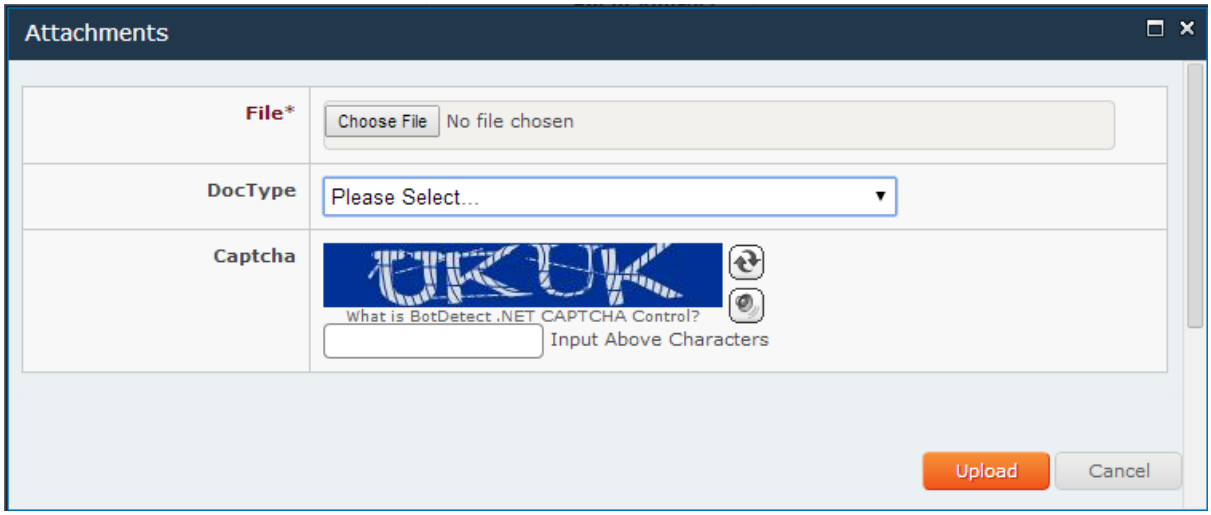
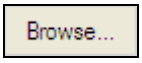


Figure 45 – Part 10: Attachment

4. The pop-up window will be displayed :

   i. File :

      a. Click on  to select a file from the user's computer.

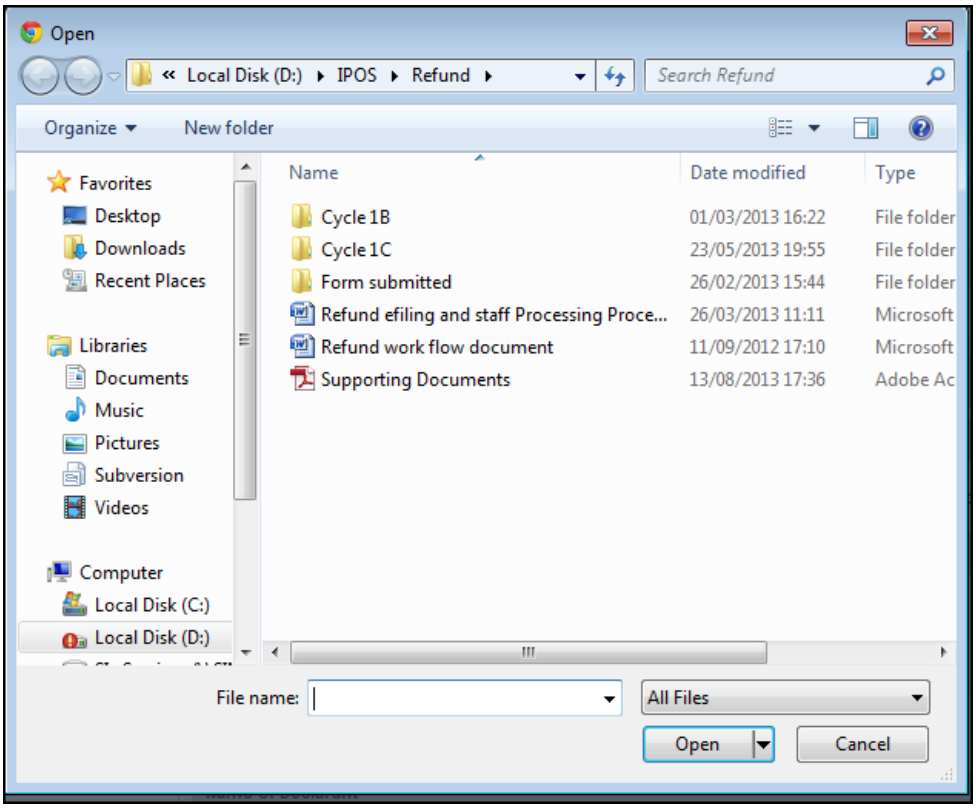


Figure 46 – Part 10: File Selection

b. Select the file that is to be attached, and click on Open.

c. System will return to the pop-up window with the selected filename populated under "File" field:

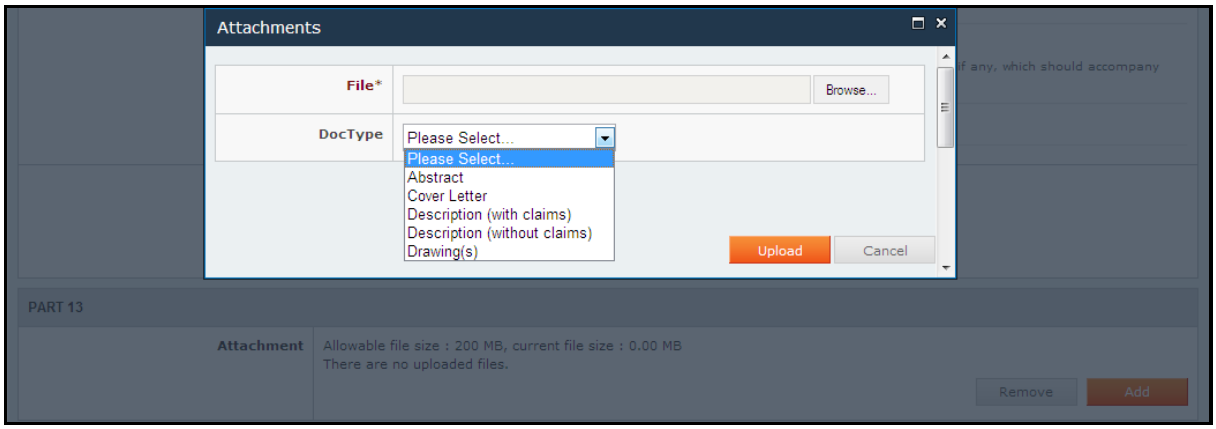


Figure 47 – DocType

ii. **DocType**: Select the required data.
iii. **Captcha**: Input text that is given in captcha display.

> **Note**:
> - Captcha text is a system generated display.
> - Attachment shall not be uploaded if input values do not match captcha text.

1. Click on Cancel if the user wishes to cancel the current action and return to the form.

2. Click on Upload to attach the selected file.

System returns to the main form and display the uploaded file:

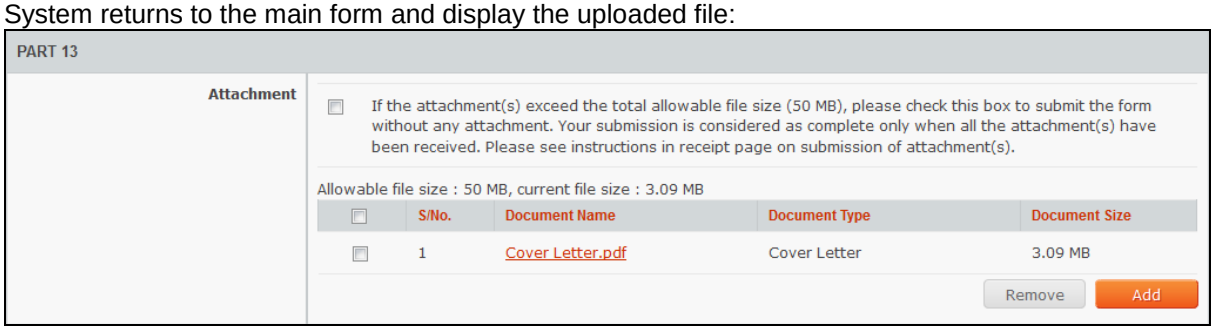

PART 13
Attachment
If the attachment(s) exceed the total allowable file size (50 MB), please check this box to submit the form without any attachment. Your submission is considered as complete only when all the attachment(s) have been received. Please see instructions in receipt page on submission of attachment(s).
Allowable file size : 50 MB, current file size : 3.09 MB
S/No.
Document Name
Document Type
Document Size
1
Cover Letter.pdf
Cover Letter
3.09 MB
Remove
Add

Figure 48 – Part 10: Attachment Listing

3. Select the attachment and click Remove to be removed.

4.1.11 Cancel Submission

1. Click on Cancel located at the top of the page.

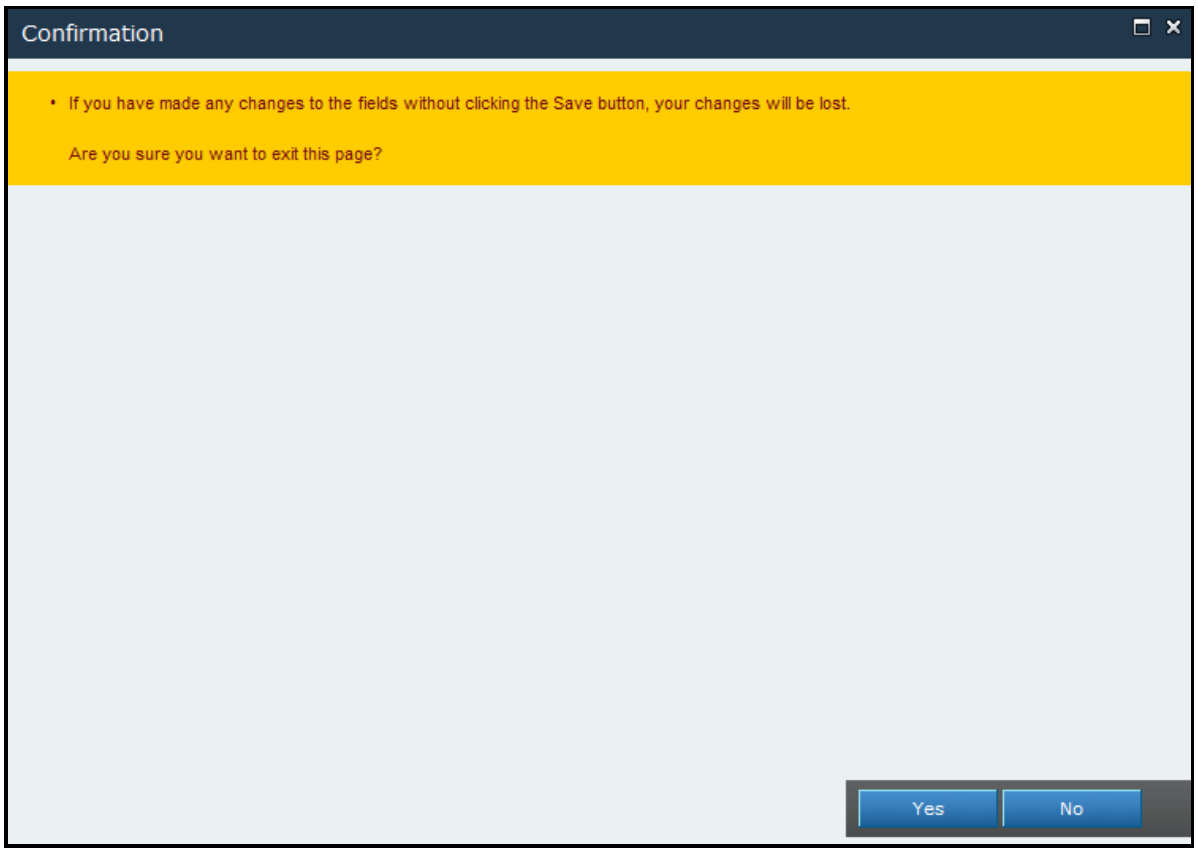

Confirmation
If you have made any changes to the fields without clicking the Save button, your changes will be lost.
Are you sure you want to exit this page?
Yes
No

Figure 49 – Confirmation to cancel a submission

2. A “Confirmation” dialog box to cancel the submission will be displayed.

3. Click Yes to cancel the submission. Otherwise, click No to continue with the submission.

4.1.12 Next Button

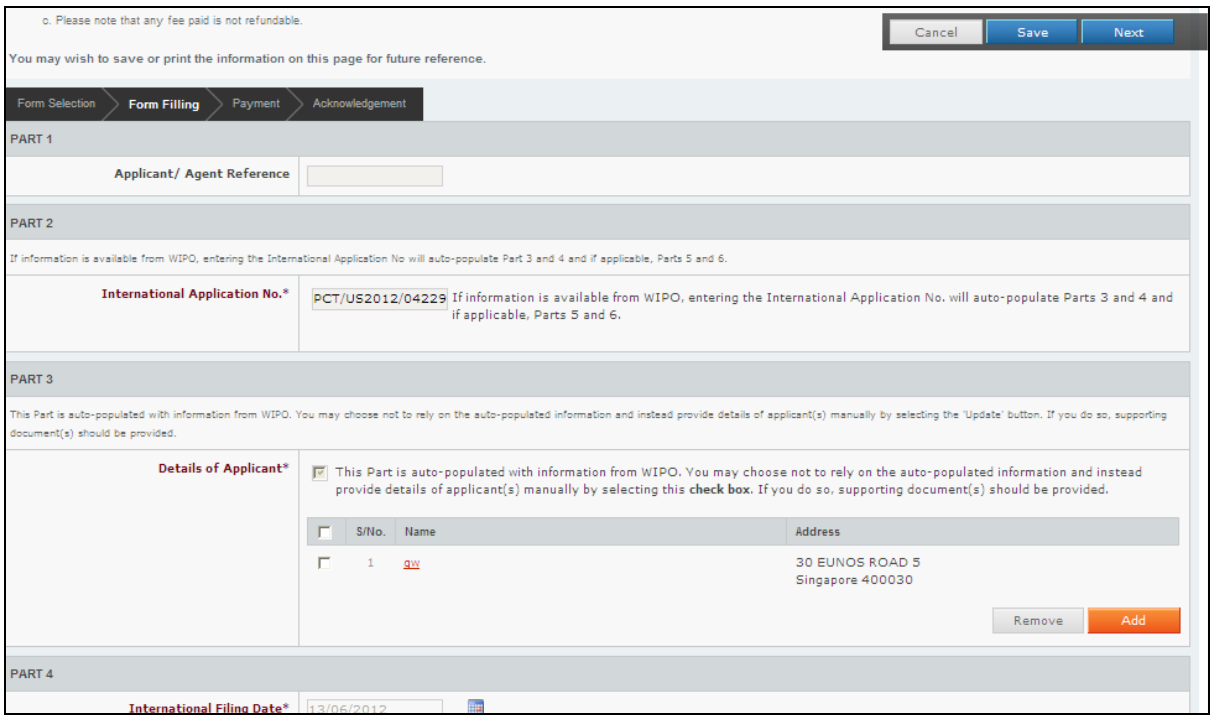

c. Please note that any fee paid is not refundable.
Cancel
Save
Next
You may wish to save or print the information on this page for future reference.
Form Selection
Form Filling
Payment
Acknowledgement
PART 1
Applicant/ Agent Reference
PART 2
If information is available from WIPO, entering the International Application No will auto-populate Part 3 and 4 and if applicable, Parts 5 and 6.
International Application No.*
PCT/US2012/04229
If information is available from WIPO, entering the International Application No. will auto-populate Parts 3 and 4 and if applicable, Parts 5 and 6.
PART 3
This Part is auto-populated with information from WIPO. You may choose not to rely on the auto-populated information and instead provide details of applicant(s) manually by selecting the 'Update' button. If you do so, supporting document(s) should be provided.
Details of Applicant*
This Part is auto-populated with information from WIPO. You may choose not to rely on the auto-populated information and instead provide details of applicant(s) manually by selecting this check box. If you do so, supporting document(s) should be provided.
S/No.
Name
Address
1
qw
30 EUNOS ROAD 5
Singapore 400030
Remove
Add
PART 4
International Filing Date*
13/06/2012

Figure 50 – Next Button

1.

1. When the user is ready to submit the form, click on Next., system will perform a first set of validation checks to determine if all mandatory fields in the form have been entered correctly. If all mandatory fields have been correctly entered, the system will then perform a second set of validation checks against certain information specific to the application in which the form relates to. The result of this second set of validation checks will appear in the form of:
   - Error messages: The form contains one or more errors that needs to be rectified before the form can be submitted
   - Warning message: There are one or more deficiencies in the form, but such deficiencies will not prevent the submission of the form
2.

Note:

- All mandatory fields should be provided before clicking Next. Otherwise, the user will be prompted to enter the mandatory fields.

4.1.13 Back

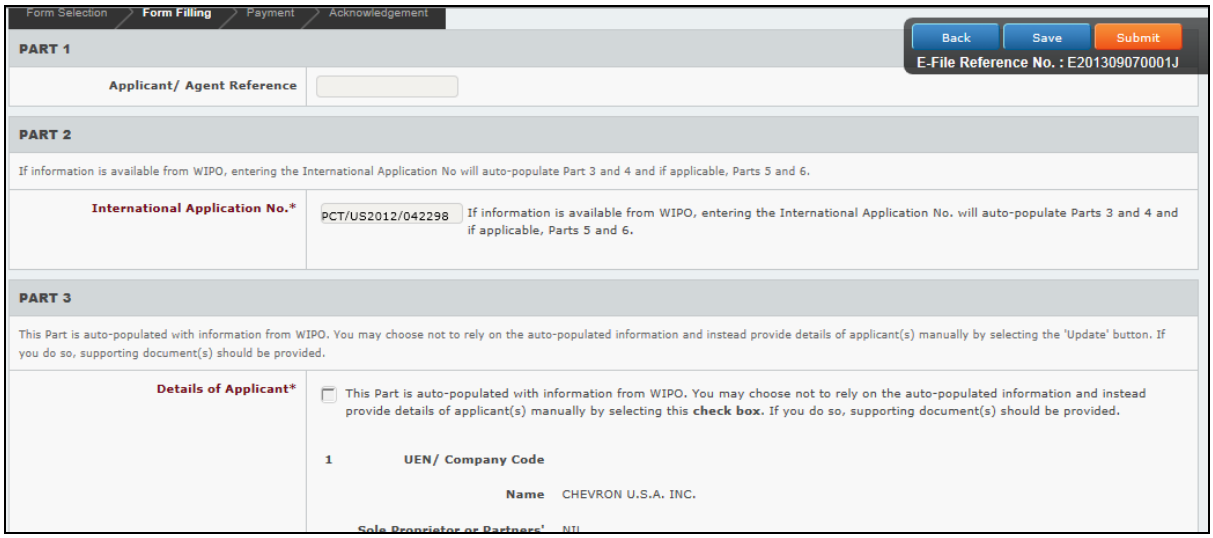

Form Selection
Form Filling
Payment
Acknowledgement
Back
Save
Submit
E-File Reference No. : E201309070001J
PART 1
Applicant/ Agent Reference
PART 2
If information is available from WIPO, entering the International Application No will auto-populate Part 3 and 4 and if applicable, Parts 5 and 6.
International Application No.*
PCT/US2012/042298
If information is available from WIPO, entering the International Application No. will auto-populate Parts 3 and 4 and if applicable, Parts 5 and 6.
PART 3
This Part is auto-populated with information from WIPO. You may choose not to rely on the auto-populated information and instead provide details of applicant(s) manually by selecting the 'Update' button. If you do so, supporting document(s) should be provided.
Details of Applicant*
This Part is auto-populated with information from WIPO. You may choose not to rely on the auto-populated information and instead provide details of applicant(s) manually by selecting this check box. If you do so, supporting document(s) should be provided.
1
UEN/ Company Code
Name
CHEVRON U.S.A. INC.

Figure 51 – Back Button

1. Click on

to amend any details which the user had entered.

4.1.14 Submit Button

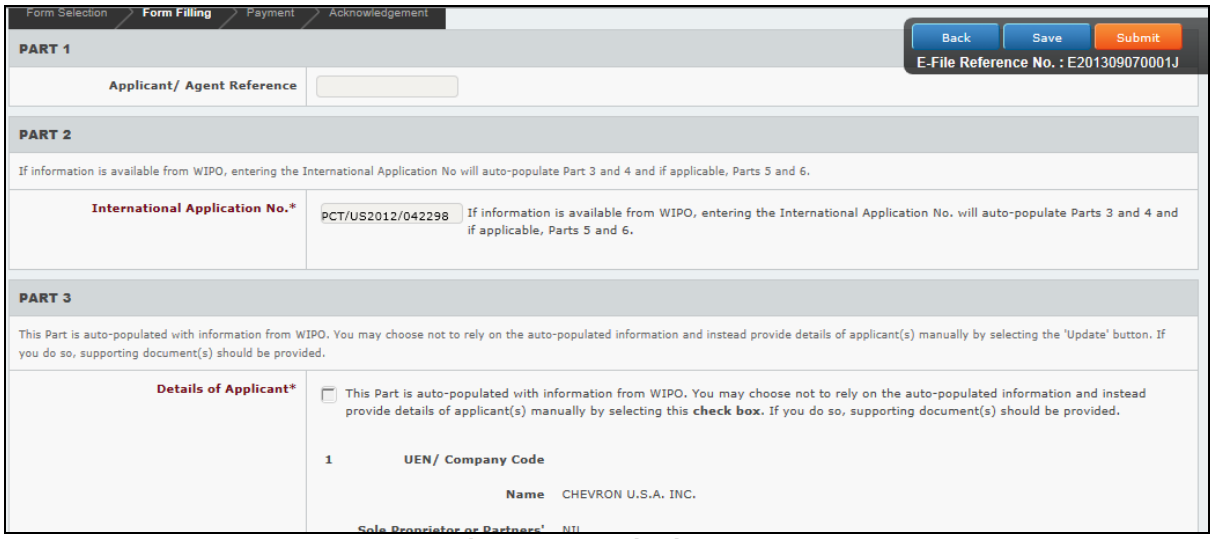

Form Selection
Form Filling
Payment
Acknowledgement
Back
Save
Submit
E-File Reference No. : E201309070001J
PART 1
Applicant/ Agent Reference
PART 2
If information is available from WIPO, entering the International Application No will auto-populate Part 3 and 4 and if applicable, Parts 5 and 6.
International Application No.*
PCT/US2012/042298
If information is available from WIPO, entering the International Application No. will auto-populate Parts 3 and 4 and if applicable, Parts 5 and 6.
PART 3
This Part is auto-populated with information from WIPO. You may choose not to rely on the auto-populated information and instead provide details of applicant(s) manually by selecting the 'Update' button. If you do so, supporting document(s) should be provided.
Details of Applicant*
This Part is auto-populated with information from WIPO. You may choose not to rely on the auto-populated information and instead provide details of applicant(s) manually by selecting this check box. If you do so, supporting document(s) should be provided.
1
UEN/ Company Code
Name
CHEVRON U.S.A. INC.

Figure 52 – Submit Page

1. Clicking on Submit will take the user to Payment page.

4.1.15 Payment Cart Page

1. For non-account holders, please refer to the common section (**2.4 Payment**). For account user, please refer to the common section (**3.5 Payment**) for details.

4.1.16 Payment Acknowledgement Page

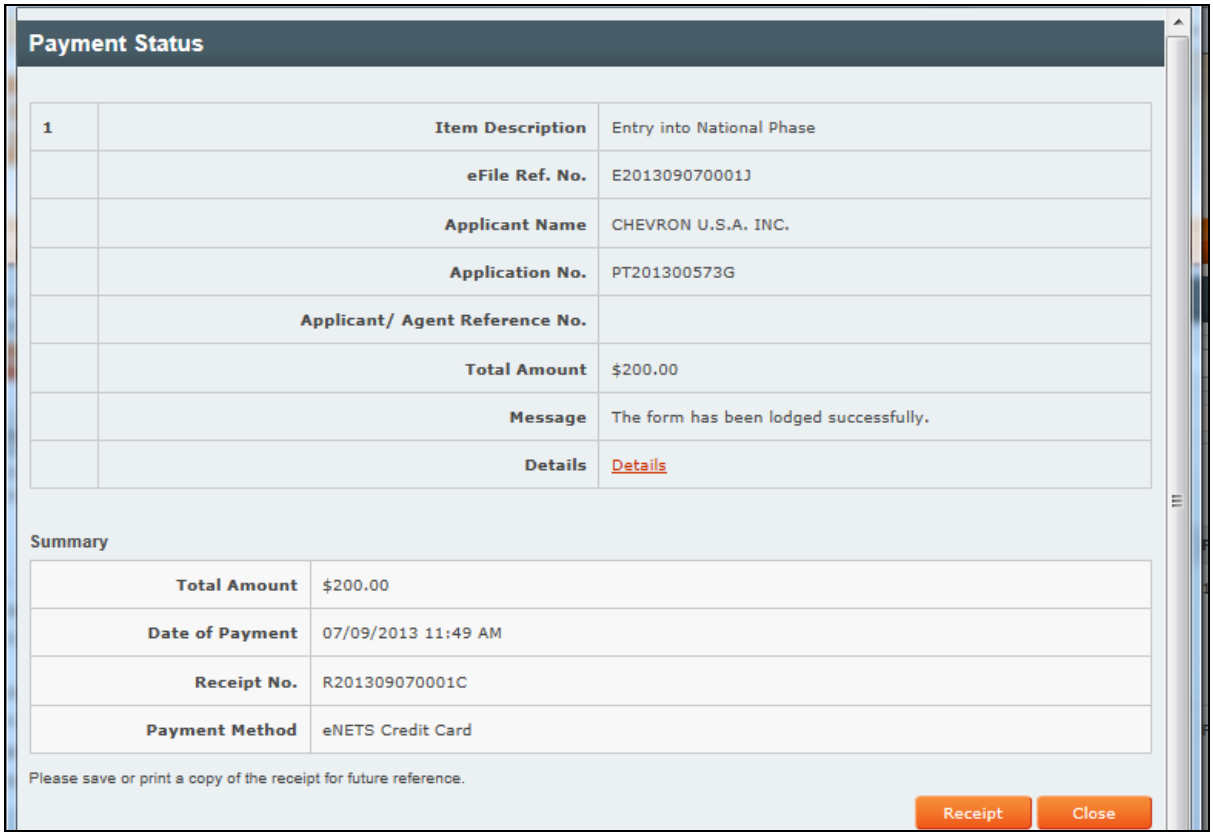
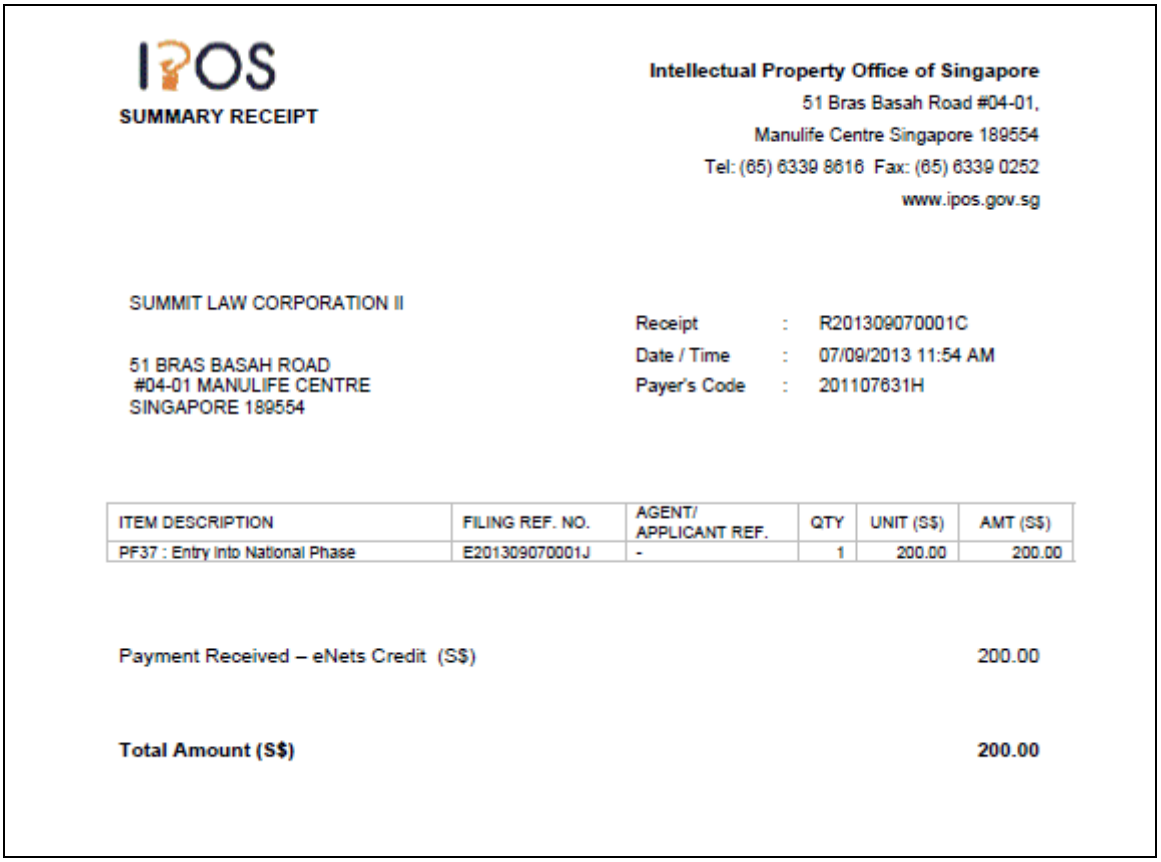


Figure 53 – Payment Acknowledgement Page

1. Upon successful submission of Patents Form 37, an acknowledgement page will be displayed.
2. Click on Receipt to view or print the receipt generated.



IPOS

SUMMARY RECEIPT

Intellectual Property Office of Singapore
51 Bras Basah Road #04-01,
Manulife Centre Singapore 189554
Tel: (65) 6339 8616 Fax: (65) 6339 0252
www.ipos.gov.sg

SUMMIT LAW CORPORATION II

51 BRAS BASAH ROAD
#04-01 MANULIFE CENTRE
SINGAPORE 189554

Receipt : R2013090700001C
Date / Time : 07/09/2013 11:54 AM
Payer's Code : 201107631H

ITEM DESCRIPTION	FILING REF. NO.	AGENT/ APPLICANT REF.	QTY	UNIT (S$)	AMT (S$)
PF37 : Entry into National Phase	E201309070001J	-	1	200.00	200.00

Payment Received – eNets Credit (S$) 200.00

Total Amount (S$) **200.00**

Figure 54 – Receipt Page